

MEP OFFICER REPORTS



SATRAP RACHAEL LARGENT

Featuring Heidi



Satrap Report

▶ Chapter Visits:

Chapter	Date Visited
Beta Eta (virtual)	11/23/2020
Beta Kappa (virtual)	1/28/2021
Delta Kappa (virtual)	3/16/2021
Delta Epsilon (upcoming)	4/15/2021

▶ Project Updates:

Project Title	Status	Updates
MEP Chapter Calendar	In Progress	Shared with all the regents via the Facebook group message and email. Created a centralized location for zoom links to attend chapter meetings.
Kick It With Kappa Psi	In Progress	Monthly Social Events let brothers socialize during the Covid-19 pandemic
Kick It With Kappa Psi	Complete	December – Cookie Decorating Contest
Kick It With Kappa Psi	Complete	January – Jackbox Game Night
Kick It With Kappa Psi	Complete	February – Kappa Psi Trivia Night
MEP Committees	Complete	Assigned MEP brothers to various regional committees, chair positions, and MEP executive board members at the liaisons

Satrap Report

▶ Project Updates:

Project Title	Status	Updates
Satrap Direct Chapter Support	In Progress	I plan to attend 1 general meeting, 1 pledging/social event, spring initiation and fall initiation (if applicable)
MEP Direct Chapter Support	In Progress	Assigning Executive board members to regents of MEP to serve as a direct line of MEP support during the pandemic Encouraged Executive board members to create a group message with their respective collegiate MEP officers throughout to send out reminders such as dues, delegate form deadlines, etc.
MEP Spring Virtual Province	Complete	Assisted the Vice Satrap in the planning and execution of the second annual Mountain East Province Virtual Assembly
MEP Fall Province	In Progress	Assisting the Vice Satrap in the planning, framework, and execution of the Fall Mountain East Province Assembly over the summer months
Chapter Outreach	Not Started	Plan to have a zoom meet-n-greet with the new elected regents in late April/early May

Satrap Announcements

- ▶ Inviting brothers of MEP to participate in the MEP committees
- ▶ Current and upcoming regents – I would like to host a zoom Meet-N-Greet with the newly elected regents!
 - ▶ Be sure to add the new regents into the Facebook group message
 - ▶ More information to come once spring elections have been completed



VICE SATRAP
MEG KLINGLER



Fall 2021 Province
will be VIRTUAL

Be on the lookout for more information to come in the near future!
We are in the works for a IN-PERSON PROVINCE next SPRING!

Vice Satrap

▶ Virtual Chapters Visit(s):

Chapter	Date Visited
Beta Eta	March 22nd, 2021

▶ Project Updates:

Project Title	Status	Updates
Cookie Decorating Competition	Complete	Successfully planned the first 'Kick it with Kappa Psi' event in December of 2020. The Cookie Decorating Competition had 7 submissions from brothers and over 100 brothers voted over the course of a week.
Assembly Planning (Spring 2021)	Complete	Successfully planned Spring MEP 2021 Virtual Assembly hosted by the Executive Board with over 145 brothers in attendance. Took suggestions and comments from the Post-Province Assembly Survey from the Fall to give brothers a better and more 'province-like' experience from home.
Province Assembly Registration Form	Complete	Worked with the MEP Executive Board to create the Spring 2021 Virtual Assembly registration form
Province Assembly Social	Complete	Researched virtual platforms to make it possible to do a 'social' as it was the top event that brothers missed during the virtual assemblies. Set up the MEP's specific link and room and looked into ways making the social extra secure with the addition of a email guest-list

Vice Satrap

► Project Updates:

Project Title	Status	Updates
Assembly Planning (Fall 2021)	In Progress	Decided on a virtual province.
Assembly Planning (Spring 2022)	In Progress	Contacted Delta Xi, the next chapter in the cycle, concerning the in-person Province in the Spring of 2022
MEP Collegiate & Graduate Development Committee - E-board Liaison	In Progress	Working closely with Kim Dao and Committee to create the Brother Graduate Recognition, plan events for collegiate and graduate brothers, and serve as a liaison for the committee
Collegiate Chapter Visits	In Progress	Reached out to all Regents of the collegiate chapters to attend their next chapter meeting or to do a meet-in-greet via zoom. The goal is to virtually visit all Collegiate Chapters by the Fall.



SECRETARY
VINCENT KNECHT


Secretary

▶ Virtual Chapters Visit(s):

Chapter	Date Visited
Beta Eta	Feb 22nd, 2021

▶ Project Updates:

Project Title	Status	Updates
Trivia Night	Complete	Successfully planned 'Kick it with Kappa Psi' event in February of 2021.
Province Delegate Form	Complete	Had all but one Chapter submit delegate forms on time.
Province Assembly Emails and updates	Complete	Sent out pertinent communication about MEP Spring 2021 Assembly
Mountain East Calendar	Complete	Webmaster and I collaborated on MEP calendar now on the website (Google calendar). If you have events you want to share with the Province please email me.
Chapter Officers and Rosters	In Progress	Will be collecting Chapter information following the conclusion of the assembly
Chapter Timelines	In Progress	So the MEP has a better idea of what each Collegiate Chapter is doing throughout the year, we will be collecting a rough timeline of when they are doing key events.
Spring 2021 Meeting Minutes	In Progress	Will be sent out after the meeting



TREASURER
SHEKINAH BANSON

Treasurer Report

Category	Charges	Deposits	Transfers	Balance
BANK:			+\$3412.13	\$14958.95
Dues deposited		\$3056		
Trivia/cookie contest	\$75			
Greek House (t-shirts)	\$2538			
SQUARE:			-\$3412.13	\$3841.13
Square deposited		\$4509		
Square fees	\$300.74			
TOTALS:	\$2913.74	\$7565		\$18,800.08
NET GAIN:	\$4651.26			

Treasurer Report

- ▶ Forms of Dues Payments
 - ▶ Check
 - ▶ Square (for a small fee)



CHAPLAIN

SERENA MEDOR

Chaplain Report

Project Title	Status	Updates
How To Province Guide	Complete	Continued the initiative from the past chaplain to continue and make a new how to province guide
International Scholarships	In progress	New Scholarships on Kappa Psi Pharmaceutical Foundation Page. Due May 21,2021
MEP Scholarships	Complete	Scholarship committee will be announcing the winners
Community Service	Complete	Virtual Reach Out And Read fundraiser, Chapter that raises the most money from April 1 - April 9th will be announced

HISTORIAN
CHIAZOKA ONYEGWARA



The Mask

- ▶ Submission Deadlines:
 - ▶ **December 1**
 - ▶ **March 1**
 - ▶ **July 1**
 - ▶ **October 1**
- ▶ Send to MASK@kappapsi.com cc: Mep.historian@gmail.com
- ▶ Consider highlighting unique chapter event, anniversary, awards
- ▶ Enroll to get the MASK online www.Kappapsimask.com

MASK SUBMISSION TRACKING

MEP Chapter MASK Submission Reports

Chapter	December 2020	March 2021	July 2021	October 2021
Sigma	X	X		
Beta Eta	X	X		
Beta Kappa	X	X		
Delta Epsilon	X	X		
Delta Kappa	X	X		
Delta Xi	X	X		
Epsilon Nu	X	X		
Epsilon Omicron	X	X		
Zeta Kappa	X			
Buffalo Grad				
D.C. Grad	X	X		
Maryland Grad				
Laurel Heights Grad				
Maryland Eastern Shore Grad	X	X		
Northern Virginia Grad	X			
Pittsburgh Grad				
MEP				

Recognition (100% Mask Submission):

- Sigma
- Beta Eta
- Beta Kappa
- Delta Epsilon
- Delta Kappa
- Delta Xi
- Epsilon Nu
- Epsilon Omicron
- DC Grad
- Maryland Eastern Shore Grad



Brothers Jason Van and Hannah Kim taking a break at a COVID-19 clinic.





MEP Spirit Week Brother Highlights!



Historian Report!

▶ Mask Submission

- ▶ **December 1 - Completed**
- ▶ **March 1 - Completed**
- ▶ July 1 - In progress
- ▶ October 1 - In progress

▶ Social duties

- ▶ Flyers
- ▶ MEP BINGO (upcoming)
- ▶ MEP Spirit Week
- ▶ Brothers Highlights

▶ Stay Updated!!!

- ▶ Come Join **Mountain East Province group** on Facebook
- ▶ Follow @Kappapsimep on Instagram
- ▶ Use the following Hashtags when posting **Applicable photos** on social media.
 - ▶ **#MEPSpringAssembly #MEP2021 #VirtualProvince**



Pleased to be your
Brother!

Respectful Submitted



PARLIAMENTARIAN
DAMMY ALLI

Parliamentarian Report

▶ Project Updates:

Project Title	Status	Updates
Legislative Committee	In Progress	Reviewing current MEP by-laws and discussing possible changes with MEP Legislative and Resolutions Committee.
Virtual Collegiate Chapter	In Progress	Planning to attend an e-board or chapter meeting from the Epsilon Omicron chapter.



WEBMASTER
THAI NGUYEN

Webmaster Report

▶ Virtual Chapters Visit(s):

Chapter	Date Visited
Sigma	Feb 24th, 2021

▶ Project Updates:

Project Title	Status	Updates
Province website	Ongoing	Successfully transferred website to new hosting service: WIX Website is currently fully operational Ongoing feedback and development
MEP chapter websites	On going	Congratulations to DE's brand spanking new website this semester! Currently, 6/9 chapters have websites
MEP Newsletter	On going	Guiding communication committee to create the next issue of MEP Newsletter for this summer





IMMEDIATE PAST SATRAP
CHAI WANG

Immediate Past Satrap Report



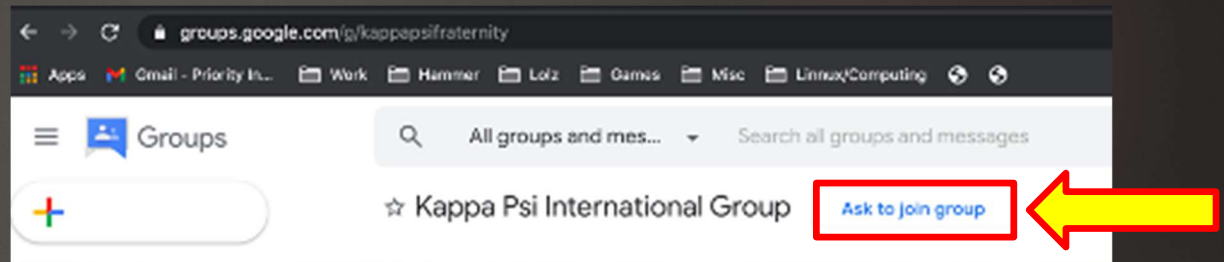
- ▶ Actively participated in MEP Executive board meetings
 - ▶ Provided guidance to Satrap for province activities and risk management
 - ▶ Ensure executive board is on track for province meeting preparations and future province planning
- ▶ Attended Virtual ASHP 2020

PROVINCE SUPERVISOR REPORT TODD LARSON & REBECCA MOUSSEAU



Communications

- ▶ Join the Kappa Psi Google Group!
 - ▶ kappapsifraternity@googlegroups.com
 - ▶ At minimum, ALL chapters' executive board members and committee chairs should be members



- ▶ Check your chapter's official Kappa Psi email address at least every 2 weeks!
- ▶ Join the Facebook Group!
- ▶ Check out the website: <https://kappa-psi.com/>

Updates to the Chapter Progress Report!

- ▶ **NEW SUBMISSION DEADLINE**
 - ▶ JUNE 1ST!
 - ▶ Same deadline for GCD & Dean's Evaluations
- ▶ Form can be found at:
 - ▶ <https://kappa-psi.com/collegiates>
 - ▶ Under "Chapter Progress Reports"
- ▶ Questions? Email Brother Dylan Krawczyk: collegiateawards@kappapsi.org
- ▶ Only chapters who are current with all monies owed to the Central Office as of May 31 AND have filed their 990 Tax Form this year will be considered for the chapter awards.
- ▶ Please ensure that the person recorded on this form is able to be reached anytime from June 1st through August 1st.

2020-21 KAPPA PSI CHAPTER PROGRESS REPORT FORM

****Chapter must have been chartered on or before the start of the reporting period included in the current form (June 1, 2020) to be eligible for the evaluation period. Only chapters who are current with all monies owed to the Central Office as of May 31 AND have filed their 990 Tax Form this year will be considered for the chapter awards. All other chapters will be disqualified.****

Under each category, answer the questions for each item as it pertains to your Chapter. KEEP A COPY FOR YOUR RECORDS to help evaluate your Chapter's strengths and area of potential improvement, as well as for comparison next year! Data will be cross-checked for accuracy. If discrepancies cannot be resolved, your chapter will be disqualified from consideration for chapter awards.

Submit this form by JUNE 1ST, 2021 in order to be eligible for consideration. Any questions, please reach out to the Collegiate Awards Committee chair:

Dr. Dylan Krawczyk
Phone: 802-430-4706
Email: collegiateawards@kappapsi.org

PLEASE NOTE: There are two additional Google Doc forms entitled GCD Evaluation and Dean Evaluation. These are to be completed by the GCD and Dean (respectively) on or before June 1st. While these are NOT mandatory for submission of report, they are HIGHLY RECOMMENDED.

Evaluation period is the academic year of 2020 / 2021. Evaluation period includes June 1, 2020 through May 31, 2021. This time frame would include Fall semester of 2020 thru Spring semester of 2021, in the same academic year. (If quarter system, use Summer '20, Fall '20, Winter '21, and Spring '21)

Next

Page 1 of 20

Dues

▶ Collegiate Chapters:

- ▶ Initiation Fee of \$45 for each new Brother, must be submitted to Central Office within 7 days of initiation
- ▶ Grand Council Dues: \$20/brother/semester, due 2/15
- ▶ Risk Management Fee: up to \$7 per collegiate member, due 2/15

▶ Graduate Chapters:

- ▶ \$150/chapter due to Central Office by 3/15 each year
- ▶ Risk Management Fee: up to \$50/chapter, due 3/15
- ▶ Voluntary Dues: Regular \$50; also Silver \$99, Gold \$250, Platinum \$500

Chapters in Arrears

- ▶ Sigma
 - ▶ Delta Epsilon
 - ▶ Delta Kappa
 - ▶ Delta Xi
 - ▶ Epsilon Nu
 - ▶ Epsilon Omicron
 - ▶ Buffalo Grad
 - ▶ Maryland Eastern Shore Grad
-
- ▶ ****Please see Wendy! Email centraloffice@kappapsi.org!****

Updated Chapter Dormancy Policy

- ▶ After two consecutive years of not filing a 990 or 990-EZ form with the Internal Revenue Service, a chapter shall be placed on probation for one year. If a chapter fails to file taxes after three years and is placed on the auto-revocation list, the Executive Committee shall review to suspend the chapter.
- ▶ If you have questions about filing please reach out to supervisor or assistant supervisor or Grand Counselor Melissa Buchanan (grandcounselor@kappapsi.org)

Taxes

- ▶ Important to file taxes once every three years to keep tax exempt status
- ▶ Due ~~April 15th~~ May 17th
- ▶ Chapters needing to file this year:
 - ▶ Delta Kappa
 - ▶ Epsilon Nu
- ▶ Shout out to these chapters for already filing for 2020:
 - ▶ Delta Epsilon
 - ▶ Epsilon Omicron

Reach Out & Read



- ▶ **New Quarterly Challenge:**
 - ▶ April 1st - June 30th
 - ▶ **Be the chapter who raises the most on the web-based platform to receive the \$100 prize!**
 - ▶ Find your chapter's ROR website at *give.classy.org/kappapsi*
 - ▶ Or see Brother Kelsey E. Johnson's email or FB post with directions on how to set up a personal site
- ▶ For more information, visit <https://kappa-psi.com/ror>

Kappa Psi Foundation

- ▶ Contributes \$12-14k in scholarships every year to deserving collegiate brothers - almost \$300,000 since inception!
- ▶ Collegiates: Scholarship applications due **May 21st for 2021**, so be sure to check out Brother Reisetter's email for more information.
 - ▶ Go to <http://www.kappapsifdn.org> for more information
- ▶ Please consider making a tax-deductible donation to the Kappa Psi Foundation to help support scholarships for Collegiate Brothers:
<http://www.kappapsifdn.org/donate.php>



Awards

▶ May 15

- ▶ Application for the GCD Certificate of Excellence Award and the GCD Outstanding Achievement Award are due to the Chairperson(s) of the GCD Development Committee
- ▶ Nominated by Collegiate Chapters

▶ June 23

- ▶ Applications for the Scholarship Tray Award are due to the Chairperson(s) of the Chapter Awards Committee.
- ▶ Must be submitted by GCD
- ▶ Applications for Scholarship Honors Certificates are due to The Central Office.
- ▶ Must be submitted by GCD

Awards

- ▶ Grand Council Scholarship Key and Certificate
 - ▶ For a graduate with First Honors or stands highest in scholarship in the entire class of graduates of the College of Pharmacy
 - ▶ Can be submitted at any time

Risk Management

- ▶ **Purpose:** assure the safety and well-being of Members and non-Members interacting with a Chapter, Province or the Fraternity in anyway
- ▶ Chapter responsibilities include:
 - ▶ Provide each pledge with a copy of policy & retain signed acknowledgements prior to the start of the first Pledge meeting.
 - ▶ Provide annual Instruction
 - ▶ Conduct an “Activity Risk Assessment” before hosting a function
 - ▶ Have a Risk Management Committee
- ▶ We encourage you to attend the Risk Management Seminar @ this assembly!

Proud to Be Your Supervisors!

- ▶ Todd Larson
 - ▶ tolarson10@gmail.com
- ▶ Becca Mousseau
 - ▶ becca.chemie@gmail.com

