

MINUTES
OF THE
ALPHA PHI OMEGA

NATIONAL BOARD OF DIRECTORS MEETING
RAMADA INN INDIANAPOLIS AIRPORT
INDIANAPOLIS, INDIANA
JULY 10, 1999

Presiding: Jack A. McKenzie, National President

President McKenzie brought the meeting of the National Board of Directors of Alpha Phi Omega to order at 8:30 a.m., July 10, 1999, at the Ramada Inn Indianapolis Airport, Indianapolis, Indiana.

Invocation: Patrick W. Burke, National Executive Director

Roll Call: Patrick W. Burke, National Executive Director

Jack A. McKenzie	Belton Lim
John Wetherington	W. Brant Warrick
David A. Emery	Tanya Refshauge
Bobby M. Hainline	Elizabeth Tom, M.D.
Maggie Katz	Wilfred M. Krenek
Ed Richter	Dr. Stan Carpenter
Teri Sheets	Gerald A. Schroeder
Cheryl Lynn Smith	Lucius E. Young, LTC Ret
Craig Muckle	Warren E. Weidman
Lyndal Butler	James L. Chandler
Michael C. Nathan	Allen Wong, D.D.S.
Barbara R. Anderson	Robert C. Barkhurst
Mark E. Dearing	Patrick W. Burke, CAE

Also in attendance were:

Susan Harris, Administrative Assistant at the National Office; **Dr. Lisa Covi**, Vice Chair, National Leadership Development Committee; **Dave O'Leary**, National Scouting/Youth Services Chair; **Kimberlie Harris**, 75th Anniversary Committee; **Rob Coop**, Scouting/Youth Services Committee; **Carla Moran**, International Relations Committee and Service/Communications Committee; **George Kober**, Alumni Relations/Volunteer Development Committee; **Dr. Muriel Young**, spouse of Past National President Lucius E. Young, LTC, Ret.; **Kay Krenek**, 75th Anniversary Committee; **Michael Leahy**, Region VI Leadership Development Chair; **Scott Begin**, Gamma Sigma Alumnus and Scouting and Youth Services Committee; **Steven Crawford**, Leadership Development Committee; **Keith Roots**, Sectional Resource Weekend Chair; **Erica Theesfeld-Roberts**, Leadership Development Committee; **Alex**

Lewandowski, Legal Consultant for Endowment Trustees; **Kara Thornton**, Endowment Trustee; **John R. Trunick, III**, Endowment Trustee; **Aasha Leahy**, Region II Awards Chair, Scouting and Youth Services Committee; **Charlie Zimmerman**, Chapter Program Workshop Coordinator; **Larry Leach**, Region III Scouting Rep; **John Anderson**, Delta Gamma Chapter Advisor and 75th Anniversary Committee; **Katie Anderson**, "Region V Kid"; **David Keely**, Lambda Omicron Alumnus; **Chad Dotson**, Section 59 Service Chair; **Jen Timbrook**, Region V Communications Chair and Section 59 Vice Chair; **Troy E. Timbrook**, Section 59 Chair; **Mark Stratton**, Section 52 Communications Chair; **Michael Beyer**, Section 92 and 91 Staff, National Convention Committee, and 75th Anniversary Committee; **John Grossi**, Advisor of Theta Zeta; **John K. Ottenad**, Section 49 Chair; **Mel S. Gonzales**, International Relations and 75th Anniversary Committees; **Joe Klier**, Section 64 Vice Chair; **Cherie Gartner**, Section 64 Secretary; **Theresa Klier**, Section 64 Chair; and **Julie Moore**, Region VI Staff.

APPROVAL OF MINUTES

Mr. Wetherington moved, seconded, and passed, as corrected, the minutes of the February 6, 1999, Board Meeting.

ADOPTION OF THE AGENDA

Mr. Nathan moved, seconded, and passed, the adoption of the agenda.

RECOGNITION OF NATIONAL ARCHIVIST

In recognition of his many years of service, elected and appointed, the Fraternity will dedicate a lectern in honor of Robert C. Barkhurst, National Archivist, to be placed in the "museum hall" of the National Office.

NATIONAL GOALS

PROCESS UPDATE

Ms. Sheets reported progress is being made toward the achievement of the National Goals and encouraged Regional Directors and National Committees to work closely together to share information to attain these goals.

GOALS UPDATE

Reported by each assigned Chair:

Goal #1 - MEDIA/TECHNOLOGY

Mr. Wetherington reported the information on the web site has current and substantial information. Mr. Wetherington asked Board Members to give feedback on the web site to the National Office – it is a work in progress.

Mr. Hainline reported that Phase II will begin following this Board Meeting. A report on the implementation plan will be available for the February 2000 meeting.

Team Leader - Bobby Hainline

Team Members - John Wetherington, Cheryl Smith, Dan Rauch, Barb Anderson, Maggie Katz, Ed Richter

Goal #2 - PUBLIC RELATIONS CAMPAIGN

Mr. Richter reported the committee will meet on July 11, 1999, to review goals and begin an implementation plan. The committee will have a report for the February 2000 meeting.

Team Leader - Ed Richter

Team Members - Beth Tom, Craig Muckle, Jack McKenzie, Kay Krenek, Dave O'Leary, Brant Warrick, Pat Burke

Goal #3 - 75TH ANNIVERSARY CELEBRATION

Mr. Krenek presented a current outline for the celebration involving all members – pledges, actives, alumni, and Fraternity leaders - including activities in July 2000 in Philadelphia/Easton, Pennsylvania, and a significant gala at the National Convention in December 2000. The committee will meet July 11, 1999, to continue planning and implementation.

Mr. Krenek moved, seconded, and passed that the Board renew its commitment to the 75th Anniversary celebration by approving the outline as presented and expenditures up to \$50,000. \$8,000 has already been raised as a result of the sale of 75th Anniversary merchandise, and the APO Endowment Trust is contributing \$7,500 toward the celebration. It is projected that an additional \$8,000 will be raised through 75th Anniversary merchandise sales. The APO Endowment Trust has agreed to consider providing a line of credit to the Fraternity for future expenses, if necessary.

Team Leader - Wilfred Krenek

Team Members - Tanya Refshauge, Barb Anderson, Bob Barkhurst, Craig Muckle, Beth Tom

Goal #4 - VOLUNTEER BASE GROWTH

Mr. George Kober, on behalf of Committee Chair, Dan Rauch, presented information from the Alumni/Relations Volunteer Development Committee. The committee has reviewed its goals and has developed an implementation plan.

Team Leader - Dan Rauch

Team Members - John Wetherington, Bobby Hainline, Mike Nathan, Lyndal Butler, Belton Lim, Jim Chandler

Goal #5 - MEMBERSHIP/CHAPTER GROWTH

Ms. Katz reported that plans are progressing on schedule.

Team Leader - Maggie Katz

Team Members - Dave Corning, Cheryl Smith, Dave Emery, Brant Warrick, Belton Lim

Goal #6 - DEVELOPMENT CAMPAIGN GROWTH

Mr. Wetherington noted that plans were being developed to enhance the growth of the Development Campaign both in dollars raised and number of donors.

Team Leader - Bobby Hainline

Team Members - John Wetherington, Maggie Katz, Lyndal Butler, Wilfred Krenek, Jim Chandler, Pat Burke

Goal #7 - ENDOWMENT FUND GROWTH

Mr. Wetherington noted that fund-raising plans continue to be developed. The National Office staff recently mailed information to 500 Life Members about planned giving. The next step will focus on a broader based fund raising and an invigorated Life Membership drive.

Team Leader - John Wetherington

Team Members - Bobby Hainline, Tanya Refshauge, Dan Rauch, Bob Barkhurst, Wilfred Krenek

Goal #8 - CANADIAN EXTENSION

Dr. Wong reported progress is on schedule.

Ms. Smith noted that McGill University is continuing its progress in the chartering process.

Team Leader - Maggie Katz

Team Members - Allen Wong, Dave Emery, Dave Corning, Mark Dearing

ACTION ITEMS

1999-2000 BUDGET

EVALUATION OF THE NATIONAL EXECUTIVE DIRECTOR

Mr. Wetherington moved, seconded, and passed that the Board of Directors enter into executive session to evaluate the National Executive Director.

Mr. Wetherington moved, seconded, passed to rise from executive session.

Mr. Butler moved, seconded, passed that the Board of Directors extend the contract of Patrick W. Burke as National Executive Director for the next year, through July of 2000, confirming the action of the Board in executive session. Mr. Hainline abstained.

Mr. Hainline on behalf of his committee, moved, seconded, passed the adoption of the 1999-2000 budget of the Fraternity. Mr. Hainline abstained.

FUND RAISING

Mr. Wetherington moved, seconded, and passed that the Board authorize and encourage the National Executive Director, National President, National Vice President and the National Finance/Operations Director to increase the minimum donation to qualify as a Torchbearer from \$50 to \$75 effective May 2000, with the net increases in donations for the next two fiscal years designated for 75th Anniversary Celebration expenditures. Additionally, these individuals are authorized to adjust and publish new levels for other giving categories (Silver Torchbearer, Founder Circle, etc.).

TRANSFER OF FUNDS TO ENDOWMENT

Mr. Wetherington moved, seconded and passed the transfer of the funds known as the John Mack Fund and Challenge Fund, with current values of approximately \$300,000 and \$200,000 respectively, to the Alpha Phi Omega Endowment Trust. This transfer of all or part of the funds must require the funds to be used for the purposes designated by the donors and must include provisions acceptable to the Fraternity for distribution of income to the Fraternity. The Board authorizes the National Executive Director, National President, National Vice President, Region XI Director, and the National Finance/Operations Director to negotiate final terms with the Endowment Trustees and submit these terms to the Executive Committee for approval as soon as practical.

Brother Hainline and Brother Carpenter abstained.

1999 FALL PLEDGE CLASS NAMESAKE

Mr. Wetherington moved, seconded, and unanimously passed, that Dr. Stan Carpenter will be the 1999 Fall Pledge Class Namesake Honoree.

NATIONAL CONVENTION MINIMUM BID REQUIREMENTS

Mr. Krenek moved, seconded, and passed the following change to the Board Policy Manual, Appendix O-1.

NATIONAL CONVENTION BID

1. MINIMUM REQUIREMENTS FOR A CONVENTION BID

Alpha Phi Omega National Conventions average almost 2,000 attendees. The following is a list of minimum requirements that must be in place before a bid can be submitted. These requirements will be reviewed by a committee composed of the National Executive Director and Past National Convention Coordinators after each National Convention to make changes if deemed necessary.

1. In order for a city to be considered, it must have hotel properties that can provide at least two competitive bids. These must be hotels that can house the entire convention, or multiple hotels that are convenient to a convention center.
2. The hotel(s) must have at least 800 sleeping rooms, and at least ½ of the sleeping rooms must be double-doubles.
3. The hotel(s) must have at least 35 meeting rooms available to Alpha Phi Omega for workshops, seminars, and reference committees.
4. The hotel(s) must have two ballrooms, one of which must seat at least 2,000 for banquets, or the hotel(s) must be physically connected to a convention center.
5. Each bid submitted must be for a metropolitan city that has the capability to host our National Convention relating to reasonable travel costs and compliance with the Americans With Disabilities Act (ADA) guidelines.
6. Each bid committee must coordinate with the National Executive Director prior to submitting a bid to ensure that a proposed city meets minimum requirements of the Fraternity. The National Executive Director will inform the National President of the bids to be presented not later than the summer Board of Directors meeting prior to the National Convention.

President McKenzie relinquished the chair to Vice President Wetherington.

CERTIFICATE OF APPRECIATION FOR DR. KENNETH MCDIFFETT

Mr. Richter and Ms. Anderson moved, seconded, and unanimously passed that the National Board of Directors of Alpha Phi Omega approve a National Certificate of Appreciation for Dr. Kenneth McDiffett, long time Advisor of Zeta Delta Chapter, former Advisory Chair of Zeta Delta Chapter, and former Section 58 Chair.

APPROVAL OF YOUTH SERVICE AMERICA PARTNERSHIP

Mr. Richter moved, seconded, and passed that the National Board of Directors of Alpha Phi Omega approve a national partnership with Youth Service America in the Presidential Student Service Awards Program, in which those Brothers under age 25 who perform 100 hours of service over a 12-month period be so recognized with this award.

APPROVAL OF COST FOR YOUTH SERVICE AMERICA AFFILIATION

Mr. Richter moved, seconded, and passed that the National Board of Directors of Alpha Phi Omega approve affiliation of the National Fraternity with the Youth Service America organization for a period of one year, at a cost of \$400.

CHAPTERS TO BE DECLARED INACTIVE

On recommendation of the Membership/Extension Director and pursuant to Article IX, Section 7 of the National Bylaws, the President declared the following Chapters inactive:

Mu Gamma Chapter, Morgan State University, Baltimore, Maryland
Omega Chi Chapter, Jacksonville State University, Jacksonville, Alabama

MEMBERSHIP EXTENSION

Ms. Katz moved, seconded, and passed that Alpha Phi Omega USA formally sponsor extension in the United Kingdom.

CHANGES TO BOARD POLICY MANUAL

Mr. McKenzie moved, seconded, and passed the following addition to Policy III-NATIONAL BOARD OF DIRECTORS, Section 1. Board Meetings.

Paragraph 1. The Winter Board Meeting following each National Convention will be held in Kansas City, Missouri. Other Board Meeting sites will be determined by the Board after receiving recommendations (determined by availability and cost) from the National Executive Director. [July 99]

Mr. Krenek moved, seconded and passed the deletion of paragraph 4 from Policy III-NATIONAL BOARD OF DIRECTORS, Section 1. Board Meetings.

Mr. Muckle moved, seconded, and passed the deletion of Policy IV- NATIONAL EXECUTIVE COMMITTEE, Section 1. National Board Emergency Powers.

Mr. McKenzie moved, seconded, and passed that APPENDIX C, SEVERANCE POLICY, second sentence of the first paragraph, read, "The National Executive Director serves at the pleasure of the National Board of Directors."

Ms. Refshauge moved, seconded and unanimously passed. The following be added to the Board Policy Manual:

"All elected volunteers at the Sectional, Regional, and National levels will sign a statement indicating they have received, read and affirmed the Fraternity's Risk Management Policy and will have their staff and/or committee members sign the statement as well. These statements are to be received and kept on file at the National Office. The National Executive Director will develop procedures to implement this as needed for newly elected volunteers."

Vice President Wetherington relinquished the chair to President McKenzie.

LEADERSHIP FUND

Mr. Wetherington moved, seconded, and passed that the Board adopt the "Leadership Fund" as the Fraternity's next major donor campaign. The campaign will be seeded by a multiyear grant from John Russell, Alumnus, and be utilized as an endowment from which investment income will be used to enhance leadership development programs, particularly in the area of training student members to train others within their chapters and potentially other service organizations. The Board encourages the National Leadership Development Program Director to lead the design of specific needs assessments and begin development of such programs. The National Executive Director, National President, National Vice President and National Finance/Operations Director are authorized to negotiate specific terms with Mr. Russell. These individuals are also authorized and instructed to develop a campaign to contact previous and new Capital Campaign donors and establish a means of achieving a goal of at least \$150,000.

MAJOR DONORS

Mr. Wetherington, moved, seconded and passed that the Board authorize the National Executive Director, National President, National Vice President and National Finance/Operations Director to negotiate specific terms with potential major donors, keeping in mind the donor's interests and needs and the Fraternity's long-range goals and short-term priorities. These individuals may also reject any donations which they feel are not in the organization's best interest.

BOARD RECOGNITION

Mr. Richter moved, seconded, and passed that, on behalf of the National Scouting/Youth Services Chair, the National Board of Directors extend its appreciation to mnrn Tomusiak for her service as National Liaison to the Girl Scouts of the USA.

INFORMATION ITEMS

REPORT OF THE NATIONAL PRESIDENT

Jack A. McKenzie

The written report of the President is part of the official minutes maintained at the National Office.

REPORT OF THE NATIONAL VICE PRESIDENT

John Wetherington

The report of the Vice President is part of the official minutes maintained at the National Office.

REPORT OF THE NATIONAL EXECUTIVE DIRECTOR

Patrick W. Burke

This report is part of the official minutes maintained at the National Office.

REPORTS OF THE REGIONAL DIRECTORS

The reports of the Regional Directors are part of the official minutes maintained at the National Office.

REGION I

Cheryl Lynn Smith

REGION II

Craig Muckle

REGION III

Lyndal Butler

REGION IV

Michael Nathan

REGION V

Barbara Anderson

REGION VI
Mark Dearing

REGION VII
Belton Lim

REGION VIII
W. Brant Warrick

REGION IX
Tanya Refshauge

REGION X
Elizabeth Tom, M.D.

REGION XI
David B. Corning

REPORT OF THE PROGRAM DIRECTORS

The reports of the Program Directors are part of the official minutes maintained at the National Office.

PLANNING AND AVANCEMENT
Teri Sheets

ALUMNI/ VOLUNTEER DEVELOPMENT
Daniel Rauch

SERVICE/COMMUNICATION
Ed Richter

FINANCE/OPERATIONS
Bobby M. Hainline

LEADERSHIP DEVELOPMENT

Dave Emery

MEMBERSHIP/EXTENSION

Maggie Katz

OTHER COMMITTEE REPORTS

SCOUTING AND YOUTH SERVICES

Dave O’Leary

This report is part of the official minutes maintained at the National Office.



INTERNATIONAL RELATIONS

Dr. Allen Wong

This report is part of the official minutes maintained at the National Office.

LEGAL COUNSEL

Richard Schmidt

Mr. Burke reported for Mr. Schmidt that there were no legal issues pending at this time.

NATIONAL ADVISORY COMMITTEE

Jack A. McKenzie

Mr. McKenzie reported the committee met by telephone on June 29, 1999 and the minutes of that meeting would be shared with the Board when they are available.

NATIONAL ARCHIVIST

Robert C. Barkhurst

PERSONNEL COMMITTEE

Bobby Hainline

75TH ANNIVERSARY COMMITTEE

Wilfred M. Krenek

This report is part of the official minutes maintained at the National Office.

2000 NATIONAL CONVENTION REPORT

Michael Beyer

This report is part of the official minutes maintained at the National Office.

CONVENTION DIRECTIVES

CONFIRMATION OF ELECTRONIC LEGISLATION SUBMISSIONS

John Wetherington

APO ROLE IN ENVIRONMENT OF THE FUTURE

Dr. Fred Heismeyer

This report is part of the official minutes maintained by the National Office.

CORNING AWARD GUIDELINES

John Wetherington

REGIONAL REALIGNMENT

Jeff Neurauter

The committee will conduct a survey this fall to identify problem areas.

SUMMER NATIONAL GATHERINGS

Chris Nelms

This report is part of the official minutes maintained at the National Office. A more comprehensive report will be given in February 2000.

**RELATIONSHIP BETWEEN SCOUTING/YOUTH SERVICES COMMITTEE
AND NATIONAL SERVICE/COMMUNICATION COMMITTEE**

Barbara Anderson

This report is part of the official minutes maintained by the National Office.

WRITTEN GUIDELINES FOR SECTION STAFF

Mike Nathan

A draft copy of guidelines for sectional staff will be ready by July 2000 meeting.

EFFECTIVE REGIONAL MEETINGS AT NATIONAL CONVENTIONS
Elizabeth Tom, M.D.

This report is part of the official minutes maintained by the National Office.

TIME AND PLACE

Mr. Burke explained that affordable accommodations are not available to hold the February 4-6, 2000, Board meeting in San Antonio, Texas, the site previously selected by the Board. Dr. Tom moved that the February 2000 Board meeting be in the San Francisco Bay area. Seconded by Mr. Emery. Motion passed. Mr. Lim requested that the cost should not exceed what it would have cost in San Antonio, and the President assured the Board accordingly.

Ms. Sheets moved, seconded, and passed that Albuquerque would serve as the back up Board meeting site if a suitable site could not be found in the San Francisco Bay area.

ADJOURNMENT

4:15 p.m.

Respectfully Submitted:

Jack A. McKenzie
National President

Patrick W. Burke
National Executive Director