



## The Rho Chi Society

EXECUTIVE COUNCIL MEETING  
SEPTEMBER 25, 2019  
2PM EDT/11AM PDT

### Minutes

- I. Meeting was called to order at 2:00pm EDT
- II. Roll Call
  - a. Present  
Officers: Susan Meyer, Emmanuelle Schwartzman, Bradley Boucher, Andrew Smith, Cynthia Phillips  
Staff: Karen Farris, Cindy Diakow, Gail Moriarty  
Councilors: Cathy Worrall, Lori Duke, Zachary Cox, Esther "Penni" Black, Steven Scott, Michelle Bottenberg, Amanda Stahnke, Joshua Neumiller, Veronica Bandy
  - b. Absences: Karl Fiebelkorn and Elena Umland
  - c. Student Representatives: Absent, failed to invite.
- III. President's Welcome
  - a. New format for 2020 Executive Council/Annual Meeting (see Future Meetings below\*)
    - i. President Meyer discussed her concerns with having the executive council meeting after the annual meeting in March. The format will change in 2020. The executive meeting will occur on Saturday 3/21/20 off-site at McCormick and Schmick's from 1130am-3pm, lunch will be served. Annual meeting will occur 3-6pm on Sunday 3/22/20. No Rho Chi responsibilities for Executive Council (EC) on Monday 3/23/20.
    - ii. President Meyer introduced virtual meetings occurring in January, March, and April. Dates listed below under "Future Meetings"
  - b. Introduce 4 new Task Force chairs
    - i. President Meyer introduced the four taskforces. All taskforce memberships are confirmed and contain at least one student member.
      1. Mission Critical taskforce: Chair- Jack Reynolds
      2. Awards taskforce: Chair- Emmanuelle Schwartzman
      3. Communication taskforce: Chair- Andrew Smith
      4. Centennial planning taskforce: Chair-Cynthia Phillips
  - c. Discuss UCSF Suspended Activities
    - i. President Meyer discussed the fact that UCSF (Alpha Lambda) has decided to suspend Rho Chi chapter activities due to a change to 3-year accelerated program and difficulty engaging students in Rho Chi. We were officially notified by Conan MacDougall (UCSF chapter advisor) after he was asked to serve on the Mission Critical taskforce and declined. President Meyer asked for suggestions on how to engage the chapter and help them address this issue. Karen Farris asked for clarification on the rationale. It seems as though the UCSF has does not find the value in having the chapter at this time. Jack Reynolds will be asked to reach out and have a discussion related to his taskforce's activities.
- IV. National Office Update from Karen Farris, EVP
  - a. Karen Farris introduced Cindy Diakow the new Rho Chi program coordinator.
  - b. Timeline for Transition

- i. Goal is to have all operations at new national office by the end of December 2019.
    - ii. The website has been updated with the University of Michigan address.
    - iii. Anticipate Gail Moriarty may continue to receive emails thru the New Year, but at this time, all communication should go to the new national office and Cindy Diakow.
    - iv. Gail Moriarty hosted Cindy Diakow at Chapel Hill in August 2019.
  - c. Investment Policy
    - i. Karen Farris will have an agenda item to discuss funding for the centennial celebration and a new investment policy at the next virtual EC meeting.
    - ii. President Meyer noted the officers will have a meeting in advance of January EC meeting for planning.
- V. Chapter Report Process presented by Emmanuelle Schwartzman
  - a. Review new rubric and new sections
    - i. President-Elect Schwartzman review the process of review and update of the chapter report submission form. Ultimately, the plan is to have this be an online submission portal on the website, but the first year it will remain paper. President-Elect Schwartzman walked the EC thru the major changes and rationale for those changes. Major changes in procedures included: 1) not reviewing incomplete reports, 2) no appendices will be reviewed, 3) chapters not submitting reports for 2 years will become inactive. New content added to the report regarding chapter structure for data mining. Updated areas of the report include Section V (Strategic plan) and Section IX (Alumni Relations). Chapter activities cannot be counted as both Service and Intellectual Inquiry (no double-dipping).
    - ii. President-Elect Schwartzman reviewed the new scoring rubric, which is designed to make scoring easier. One new aspect to report evaluation is councilors will assign a subjective rank to the reports.
  - b. Rubric will be shared online and host webinar to post on Rho Chi website
    - i. Webinar will be hosted this fall for chapter advisors and officers to introduce new format and structure of the report. This will be scheduled as soon as possible after approval.
  - c. Vote to Approve
    - i. President-Elect Schwartzman opened up the discussion to questions prior to the vote. Suggestion was made to be sure the information is incorporated into the Rho Chi chapter advisor guide. The discussion focused around concern that chapters may have adequate time to implement activities in line with new report. In addition, chapters may have already completed planning for this year. Ultimately, a proposal was made to roll out the new report structure this year (2020), but not score the new sections (Strategic Plan and Alumni Relations) until 2021.  
After discussion, the **EC voted unanimously to approve** the proposed “Rho Chi Report Submission Introductions and Instructions” without scoring the new sections in 2020.
  - d. Pilot testing September 2019 – February 2020
    - i. Not discussed
  - e. Next Steps
    - i. Schedule Webinar
    - ii. Communicate date of webinar and updated information to advisors
    - iii. Post webinar on Rho Chi website
- VI. Induction Ceremony Revised Language
  - a. Vote to Approve

- i. President Meyer stated Vickie Roche noted that the language in current initiation refers to previous strategic plan. The proposed updated Rho Chi Society Initiation Ritual changed language to match new strategic plan. Other suggestions included updating language regarding “lighted” candle and “white” tablecloth. The candle will be updated to be lighted or electric and the tablecloth may be white or purple. Cindy Diakow suggested that perhaps a service of the national office would be to sell Rho Chi tablecloths. Cindy Diakow will make the edits to the document.

After discussion, the **EC voted unanimously to approve** the proposed “The Rho Chi Society Initiation Ritual” with the amended language.

VII. Communications Task Force Update

- a. Chair- Andrew Smith reported the taskforce will meet 10/10/19. The charge for the taskforce is to review the website for content and functionality. Andrew Smith also summarized the communication taskforce report presented at the annual meeting. One item that still needs addressed is the Society’s “Social Media” strategy. It was noted that many local chapters have Facebook Pages and there is a Rho Chi Members LinkedIn group with nearly 1,300 members. It was suggested that a discussion of Social Media strategy be added as an agenda item for a future EC meeting. It was also noted that social media could be a strong tool for promoting the centennial celebration.

VIII. Centennial Planning Task Force Update

- a. Chair- Cynthia Phillips reported a welcome email has been sent. Meeting dates are set for: 10/9/19, 10/24/19, 11/13/19, 12/4/19, 12/12/19. The taskforce will be reviewing the material gathered brainstorming sessions with delegates at the annual meeting in 2016 and 2019.

IX. New Business

- a. Steven Scott asked how to access a list of members inducted from a certain chapter (alumni). Cindy Diakow noted the national office has an Excel spreadsheet with that data. A searchable member database on the website will be an item for discussion for the communication taskforce. Currently, advisors have access to members inducted for their chapter, but not for other chapters.

X. Action Items

- a. Cindy Diakow will poll for January availability to schedule next EC meeting.

XI. Adjournment

- a. Meeting adjourned 2:53pm EDT

**Future Meetings:**

- Executive Council – January Virtual Meeting, tbd – 2 hours
  - Executive Council – March Virtual Meeting, 3/2020 – 2 hours\*
  - Executive Council Meeting – Saturday, 3/21 – Luncheon 11:30am – 3pm\*
  - Annual Meeting – Sunday, 3/22 – 3pm – 6pm\*
  - New Executive Council – April Virtual Meeting, Post Annual Meeting Briefing, 4/2020 – 1 hour\*
- \*New format for 2020 Executive Council/Annual Meeting