



The Rho Chi Society

Executive Council Meeting

January 22, 2020

2:30pm EST/11:30am PST

Meeting Minutes

- I. Meeting was called to order at 2:30pm EDT
- II. Roll Call
 - a. Present
Officers: Susan Meyer, Emmanuelle Schwartzman, Bradley Boucher, Andrew Smith, Cynthia Phillips
Staff: Karen Farris, Cindy Diakow
Councilors: Cathy Worrall, Esther “Penni” Black, Steven Scott, Michelle Bottenberg, Amanda Stahnke, Veronica Bandy
 - b. Absences: Karl Fiebelkorn, Elena Umland, Joshua Neumiller, Lori Duke, Zachary Cox
 - c. Student Representatives: Elaine Lui, Maria Shelley
 - d. Guest: Jack Reynolds
- III. President’s Welcome
 - I. Executive Vice President Financial Report
 - a. Karen Farris reported The Rho Chi Society is in good standing. A new annual budget and budget specific to the celebration of the Society’s Centennial will be presented in March. There will be a recommendation for increase in membership dues for FY2021.
 - b. All operations of the National Office are fully transferred to Ann Arbor, Michigan.
 - c. The National Office is in the process of applying for a 501c3 status with the IRS: the Society is currently recognized as a 501c7.
 - d. A concern was raised about chapters changing to 501c3 if they are already a 501c7. Universities may not recognize the chapter as a student organization if it is a 501c3 organization. If a student chapter does not anticipate receiving donations, there would be no value of switching to a 501c3 status at a given chapter level.
 - e. The National Office will research if the National Office can be recognized as a 501c3 with some chapters recognized as a different status, such as 501c7 by the IRS. It was mentioned that Articles of Incorporation vary widely between states. Each state has their own nonprofit filing process. This will be considered as guidelines are created for local chapters.
 - f. Conflict of Interest Policy – This policy is required as part of the process to be recognized as a 501c3 organization.
 - g. Investment Committee- An investment committee will be appointed in March after the transition in officers by President Schwartzman. The committee will include Past-President Meyer, Executive VP Karen Farris, member at large Brad Boucher, and another councilor to be named later.
 - h. The National Office supports the recommendation for website upgrades and redesign.
 - i. Chapters that have a bank account separate from the university have to present their Tax ID to the bank. The National Office is researching information and will provide

guidance on how to establish the Tax ID, what status to file as, and what forms must be filed annually.

II. Task Force Summaries and Next Steps

- a. All task force summaries and meeting materials can be viewed here:

<https://umich.box.com/s/hvm7gv9wgboqjiux5szvavbce5rjfl2d>

- b. Mission Critical

- i. Jack Reynolds reviewed the Mission Critical taskforce summary. Jack is the Dean of Northeastern University and former president of the Rho Chi Society. Task Force members were very active and provided valuable feedback. This task force will provide new language for collegiate member eligibility criteria for review at the EC meeting in March. Recommendation is to create a guidance document for chapters that have accelerated programs, do not use traditional grading systems, and have an alternative way to identify eligible members. May reach out to chapters that don't use traditional curriculum and review the new language to confirm if it is useful to their alternative program.

- c. Communications

- i. Andrew Smith reviewed the Communications taskforce summary. Taskforce recommendations are to update the Rho Chi Society website including hiring a web designer and activate the social media profiles newly established in 2020.
- ii. Discussion included a suggestion to create a standing Communications committee for consistent overview of the Society's communication needs and social media presence.

- d. Centennial Planning

- i. Cynthia Phillips reviewed the Centennial taskforce summary. Recommended approval of the report and support of activities. The report was approved.
- ii. Recommend approval for a new Centennial taskforce be developed to coordinate the activities for the Centennial Celebration.
- iii. New task force can be established under the new president. No vote necessary, new Centennial task force members will be invited by the president.
- iv. Budget will be reviewed in March with centennial events considered.

- e. Awards Committee

- i. Emmanuelle Schwartzman reviewed the Awards committee summary. All award information is confidential until announced at the Annual Meeting.
- ii. Seven project proposals were received for Spring 2020 and are currently being reviewed. Three alumni were nominated for the Alumni Honor Roll. The Clinical Research Scholarship recipient has been determined: John Saunders has been selected and notified.

III. Revisions to the Annual Chapter Report

- a. Emmanuelle Schwartzman presented revisions to the Annual Chapter Report.
- b. Section IV metrics has been removed and placed into the Chapter Election Report.
- c. A webinar was held on December 5, 2019. It was well attended and several questions were asked by attendees.
- d. All webinar questions, video and slides can be viewed on our website:
<http://rhochi.org/chapter-resources/annual-chapter-report/>
- e. It will be clarified and restated that the Annual Chapter Report must be filed annually and "on time in order to be considered for the chapter awards."
- f. Added clarifications to Section IX and XI.

- g. In Section XII it was determined that a chapter cannot be new and needs to be established in order to be considered for Most Improved Chapter award and that clarification will be added to the instructions in that section.
 - h. Changes made to Chapter Membership Election Report
 - i. Section A – Election Statistics has been added to the report
 - ii. Section B – added #11 and #12 (How many students offered induction, how many declined.)
 - 1. PharmD members are considered Professional Students
 - iii. Section C – added #2 and #3 (How many students offered induction, how many declined.)
 - 1. Clarify Section C description under header (post BS and Pharmacy)
 - iv. Section D – added #2 and #3 (How many students offered induction, how many declined.)
- IV. For Official Vote
- a. Social media presence – APPROVED. Profiles will be listed in the January Newsletter. Further review of each profile will be assessed during the year for effectiveness.
 - b. Hire web designer – APPROVED. The National Office will hire An Artist Unleashed per the proposal submitted and begin updating the look and functionality of the Rho Chi Society’s website.
 - c. Conflict of Interest Policy – APPROVED. A form will be created by the National Office for Executive Council signatures.
 - d. Updated version of Annual Chapter Report – APPROVED by acclamation. The new version will be implemented online in 2020 via the website.
 - e. Revisions to Chapter Member Election Report – APPROVED.
- V. Action Items
- a. Cindy Diakow will poll for March availability to schedule next virtual EC meeting.
 - b. March agenda items – budget, member dues, 501c3 update, Mission Critical task force language report, Lecture Award, Centennial event discussion.
 - c. Contact Susan Meyer or the National Office if you would like to add an agenda item.
- VI. Adjournment
- a. Meeting adjourned 3:43pm EDT