



# **MEP EXECUTIVE BOARD REPORTS**

# **SATRAP – RACHAEL LARGENT**

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# SATRAP

- Virtual or In-Person Chapter Visits
- Project Updates

Chapter	Date Visited
Beta Eta (virtual)	11/23/2020
Beta Kappa (virtual)	1/28/2021
Delta Kappa (virtual)	3/16/2021
Beta Eta (in person)	8/19/2021

Project Title	Status	Updates
MEP Chapter Calendar	Completed	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	Completed	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
Kick It With Kappa Psi	Complete	April – Gather Town Social
Kick It With Kappa Psi	Complete	August – Kappa Psi Trivia

# SATRAP

Project Title	Status	Updates
MEP Committees	Complete	Assigned MEP brothers to various regional committees, chair positions, and MEP executive board members at the liaisons
MEP Committees	Complete	Created a new Financial Advisory Committee
MEP Financial Advisory Committee	In Progress	The Financial Advisory Committee has met, and we are going to fine-comb our financial trends to recommend a sustainable solution to elevate MEP brothers for the future
MEP Direct Chapter Support	Complete	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	RIGHT NOW ☺	Assisting the Vice Satrap in the planning, framework, and execution of the Fall Mountain East Province Assembly over the summer months
Satrap Direct Chapter Support	In Progress	I plan to attend 1 general meeting, 1 pledging/social event, spring initiation and fall initiation (if applicable) I tried to attend, but Covid-19 Restrictions were a challenge – looking forward to meeting brothers in person at the spring assembly (hopefully) Plan to continue direct chapter support as IPS
MEP Executive Board Officer Transition Documents	Complete	Created a universal document that each Executive board members could use to outline their duties and roles. These are being collected and put into a folder in the Satrap Google Drive. These documents will be used during officer transition meeting.
Satrap Google Drive	Complete	Organized all the documents in the google drive and put into folder for the next Satrap

# SATRAP

- Announcements
  - Be on the lookout for new committee sign ups!
  - Looking forward to the spring province hosted by Howard!
  - THANK YOU BROTHERS !!

# **VICE SATRAP – MEG KLINGLER**

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# Vice Satrap

- Virtual or In-Person Chapter Visits
- Project Updates

Chapter	Date Visited
Beta Eta (Eboard)	September 22nd, 2021
Beta Eta	October 11th, 2021

Project Title	Status	Updates
Assembly Planning (Fall 2021)	Complete	Successfully planned Fall MEP 2021. Virtual Assembly hosted by the Executive Board with over 110 brothers in attendance. Took suggestions and comments from the Post-Province Assembly Survey.
Province Assembly Registration Form	Complete	Worked with the MEP Executive Board to create the Spring 2021 Virtual Assembly registration form



# Vice Satrap

- Project Updates

Project Title	Status	Updates
Province Assembly Social	Complete	Used the same virtual platform to have a social for brothers to attend. Took recommendations from brothers to make this social better and to have more brothers attend.
Assembly Planning (Spring 2022)	In-progress	Contacted the next chapter in the cycle concerning a possible in-person Province in the Spring of 2022. Been working closely with the chapter's Province Planning Committee to plan for a possible in-person province depending on the on-going COVID-19 pandemic.
MEP Collegiate & Graduate Development Committee - E-board Liason	In-progress	Worked closely with Kim Dao and Committee to create activities for graduate and collegiate brothers to attend





# Vice Satrap

- Announcements
  - As of now, the Spring 2022 Province Assembly has not been planned as either in-person or virtual yet. The MEP Executive Board will continue to provide updates as the ongoing COVID-19 pandemic is changing



**SECRETARY –  
VINCENT KNECHT**

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# SECRETARY – VINCENT KNECHT

- Project Updates

Project Title	Status	Updates
Trivia Night	Completed	Successfully planned 'Kick it with Kappa Psi' event in February of 2021.
Province Delegate Form	Completed	Had all but one Chapter submit delegate forms on time.
Province Assembly Emails and updates	Completed	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.
Brother Drive	In Progress	Will be released after this meeting, contains meeting minutes and presentations from years past
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	Completed	Sent out prior to Fall Province for review
Fall 2021 Meeting Minutes	In Progress	Will be sent out after the conclusion of this assembly

# Secretary - Vincent Knecht

- Action Items for Brothers:
  - Please send in updated the Chapter Officer List
  - Chapters send in current Membership Rosters <mep.secretary@gmail.com>
  - Join the MEP Email List: Mountain East Province of Kappa Psi
    1. Sign in to [Google Groups](#).
    2. Search for the group:
      - a. At the top, click My groups and select All groups and messages.
      - b. In the search box, enter the group's name or email address or a group topic and press Enter.
    3. Click the groupJoin group.
    4. Follow steps 1–4 above in [Join a group directly](#).
    5. Click Ask to join group or Contact owners and managers. If you click:
      - a. Ask to join group—Wait for an email confirming approval of your membership.
      - b. Contact owners and managers—Complete and send the message to the group owners and managers to request membership. Then, wait for an email confirming approval of your membership.
    6. If there isn't any option to request or join , you can only join the group by direct invitation from a group owner or manager. If you know a group owner or manager, contact them and ask them to invite you.

**Treasurer –  
Shekinah Banson**

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# TREASURER REPORT

Chapter Meeting Attended	Date Visited
Epsilon Nu (Virtual)	May - July 2021

Category	Total	Updates
Bank	+\$13694.59)*	(No deposits made, pending charges for game night rewards, website fee, post office/stationary fees \$424.62*)
Square	+\$3960.07)	
Totals	+\$17654.07)	

# **CHAPLAIN – SERENA MEDOR**

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# Chaplain

- Project Updates

Project Title	Status	Updates
50/50 Raffle	In Progress	Will be completed after 1st business meeting
Scholarship and Philanthropy Eboard Liasion	in progress	Worked with Cassandra Morales and the committee to come up with prompts and philanthropy



# HISTORIAN— CHIAZOKA ONYEGWARA

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# HISTORIAN REPORT!

- Mask Submission
  - December 1<sup>st</sup> – **Completed**
  - March 1<sup>st</sup> – **Completed**
  - July 1<sup>st</sup> – **Completed**
  - October 1<sup>st</sup> – **Completed**
- Social duties
  - Flyers (Province & other important info)
  - Brothers Highlights
  - Trivia questions

Chapter	Date Visited
Epsilon Nu	October 2021

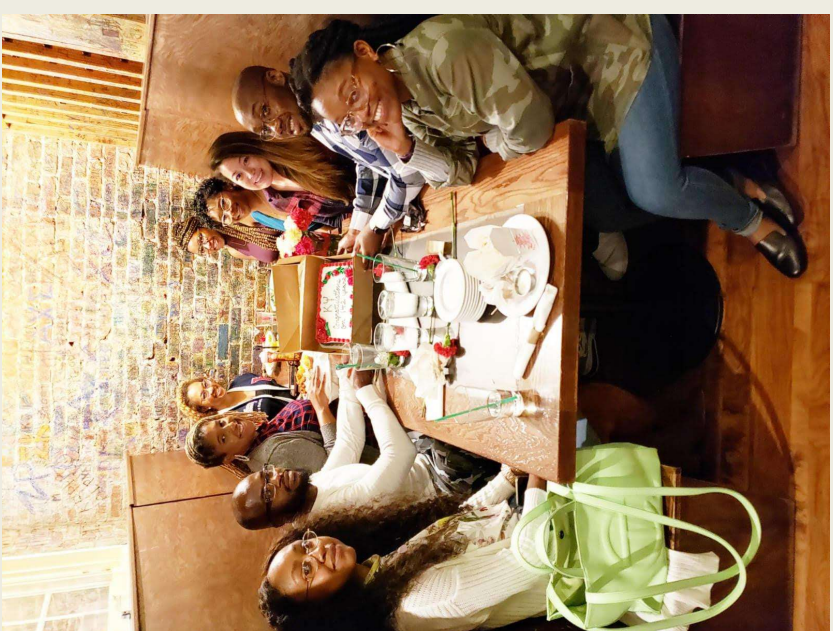
- Stay updated!!!
  - Come join **Mountain East Province** group on Facebook
  - Follow **@Kappapsimep** on Instagram
  - Use the following Hashtags when posting **Applicable photos** on social media
    - **#MEPFallAssembly #MEP2021**
    - **#VirtualProvince**
- Prepare for Historian Transition
  - In progress

# MASK SUBMISSION TRACKING

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

## Recognition (100% Mask Submission):

- Beta Eta
  - Beta Kappa
  - Delta Epsilon
  - Delta Kappa
  - Epsilon Nu
  - Epsilon Omicron
  - D.C. Grad
  - Maryland Eastern Shore Grad
  - MEP
- Mask submission is sent to [MASK@kappapsi.com](mailto:MASK@kappapsi.com) cc: [Mep.historian@gmail.com](mailto:Mep.historian@gmail.com)
  - Enroll to get the MASK online [www.Kappasimask.com](http://www.Kappasimask.com)





# TRIVIA QUESTIONS WINNERS





**PLEASED TO BE YOUR  
BROTHER!**

**RESPECTFUL SUBMITTED**

# **PARLIAMENTARIAN – DAMMY ALLI**

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# Parliamentarian - Dammy Ali

## Project Updates

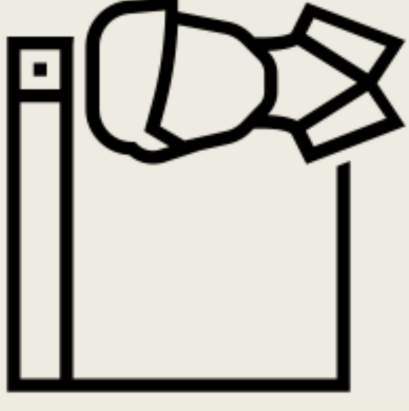
Project Title	Status	Updates
MEP By-Law Maintenance	Complete	Reviewed current MEP by-laws and discussed possible changes with MEP Legislative and Resolutions Committee.
Chapter Check-in	Complete	In-person visits Attended pinning and initiation for the Delta Xi chapter
Residency Panel Workshop	Complete	Facilitated the Q/A session
Suggestion Forms	In Progress	Brought up during a meeting with the Legislative and Resolutions Committee to create a form where chapters can make suggestions related to improvements towards Province

**Thank you for trusting me to serve as your Parliamentarian!**

**It was also a pleasure serving as the Executive Liaison of the Legislative and Resolutions Committee!**

# WEBMASTER – THAI NGUYEN

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# Webmaster

Chapter	Date Visited
Beta Kappa	Sept, Oct 2021

Project Title	Status	Updates
Maintain and Update Province Website	Ongoing	Paid subscription to Wix plan and domain premium Will update contact information post-assembly
Province Assembly website	Ongoing	Page created and updated Will update with reports and documents as they finalize
Develop website for all MEP chapters	Ongoing	No improvement since last assembly 6/9 chapters with website

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**PROVINGE SUPERVISOR REPORT –  
TODD LARSON &  
REBEGGA MOUSSEAU**

# CONGRATULATIONS!

- 2021 grand council deputy certificates of excellence:
  - Karen Hoang – Beta Kappa
  - Johnny Yoko-Uzomah – Delta Kappa
- 2021 Graduate chapter awards:
  - District of Columbia Graduate
  - Maryland Eastern Shore Graduate
- Reach Out and Read Impact Award:
  - Beta Kappa
- Membership Spotlight Award:
  - Minh Ta (Sigma)
  - Mujtaba Mahmud (Beta Kappa)
- 2020-2021 top performing chapters:
  - Beta Kappa
  - Epsilon Omicron
- Nicholas W. Freeney Industry Improvement Award:
  - Delta Kappa
- COVID-19 Pandemic Advocacy Award:
  - Beta Kappa

# THINGS THAT WERE DUE YESTERDAY

- Central Office:
    - We will be following up with Wendy on Monday to see who still is in arrears
  - Dues
  - Chapter Rosters
  - Officer Roster (after having elections)
  - GCD Verification Forms
  - Faculty Member Roster
- Future Due dates for Kappa Psi can be found here [www.kappapsi.com/due-dates](http://www.kappapsi.com/due-dates)

# UPCOMING DEADLINES

- Service Grants:
  - The grants must be used to fund a Kappa Psi chapter project within a local community but are not restricted to projects supporting Reach Out and Read
  - The funds will be given out for creative uses in the community, as well as documented cases of exceptional need
  - Need to submit a written summary of the event (including the impact on the community) and a 5-minute video highlighting their work for the awards funds

**–Due by May 15, 2022**

- For your application to be considered complete, please email a scanned copy of the application with the GCD's signature to [philanthropy@kappapsi.org](mailto:philanthropy@kappapsi.org).

# M CARDS

- M cards must be filled out for all new Members and are submitted online.
  - <https://kappa-psi.com/>>>Brothers>>Resources>>Apply for M-Cards>>Chapter Login>>Enter Login Info>>Apply for M-Card
- Please check the spelling carefully prior to submission. If not completed, new initiates are not counted as a Member of the Fraternity.
- M Cards must be submitted to the Central Office with the initiation fee of \$45.00 per initiate **within 7 days of initiation.**



# TAX INFORMATION

- Every chapter must submit an IRS Form 990, 990-EZ, or 990-N e-postcard ANNUALLY - by May 15<sup>th</sup> for most chapters
  - Submit under your own Chapter EIN
  - Highly recommended to keep the GCD as the officer of record with the IRS and to use the address of the School/College of Pharmacy for consistency
  - Failure to file for 3 consecutive years → Automatic revocation of federal tax-exempt status
  - If tax exempt status is revoked, the Chapter/Province is responsible for filing and paying taxes to the IRS for revenue received. *If taxes are not paid, the Chapter/Province is open to legal action by the IRS*
- Chapters that need to file this year or will be put on probation: Beta Eta, Buffalo Grad, Laurel Highlands Grad, Maryland Eastern Shore Grad

# 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
- To read in full: <https://kappa-psi.com/policies>
  - Addresses: Hazing, Alcohol & Substance Abuse, Sexual Harassment,
  - Human Dignity, Education, Fire, Health & Safety

# SOCIAL MEDIA GUIDELINES

- Posts only pertain to Kappa Psi and health science education
- No posts regarding promotion of events/fundraising that is not affiliated with Kappa Psi
- No vulgar language, offensive, or demeaning comments
- Posted items that are either illegal or in violation of Kappa Psi policies will be removed
- No posts from non-brothers allowed
- Kappa Psi reserves the right to terminate any user who does not abide to the guidelines

# SOCIAL MEDIA AND ALCOHOL

- Alcohol and Substance Abuse Procedures applicable? → YES!!!
  - No promotion of alcohol and illegal drug use
- No alcohol or related paraphernalia allowed in pictures, background, foreground, anywhere!
  - Including, but not limited to: bottles, glasses, red cups, signs, etc.
  - Presence of intoxicated person(s)

# DON'T FORGET

- Pay your dues!
- All apparel must come from [greeklicensing.com](https://greeklicensing.com)-approved vendors
- Ritual Checklist: available at <https://kappa-psi.com/policies>
- Review and update Chapter and Province Ordinances yearly.
  - Changes must be submitted to the Grand Counselor **within 7 days** for approval and are only accepted in electronic form ([grandcounselor@kappapsi.org](mailto:grandcounselor@kappapsi.org)).

# PROUD TO BE YOUR SUPERVISORS!

- Todd Larson

- [tolarson10@gmail.com](mailto:tolarson10@gmail.com)

- Becca Mousseau

- [becca.chemie@gmail.com](mailto:becca.chemie@gmail.com)