KAPPA PSI

SPRING 2021
MOUNTAIN EAST PROVINCE ASSEMBLY

PROVINCE GUIDE

VIRTUAL EDITION

APRIL 10TH, 2021

PREPARED BY

Serena Medor
Mountain East Province Chaplain

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@kappapsimep

Kappa Psi Mountain East Province

Greetings Brother!

Welcome to the second virtual Mountain East Province Assembly! Whether this is your first Mountain East Province Assembly, or you are excited to receive your 10th MEP assembly pin; I hope all brothers are eager to engage in brotherhood and networking. As we all know, this is not the year ANY brother could have imagined, but the Executive board is working hard to ensure a smooth and pleasurable assembly on April 10th.

Being a brother of the Mountain East Province is extremely rewarding because you are surrounded by phenomenal brothers from academic institutions in Maryland, Virginia, West Virginia, Pennsylvania, the District of Columbia, and New York. The MEP geographical range is expanded from east coast to west coast due our strong graduate brother bonds. Regardless of graduate or collegiate brother status, everyone gathers together twice a year to collaborate, expand knowledge, and celebrate MEP.

A few of my closest Kappa Psi friends are brothers I met during my first MEP province assembly. I highly encourage you to step outside of your comfort zone and mingle with other brothers that are not in your chapter.

You never know what could happen as a result of you saying a simple, "Hello, my name is __ from __ chapter. This is my first MEP assembly!". I encourage you to make new friends this weekend, so when the time comes for the first "in-person" province you will be able to meet these new friends.

Our wonderful Chaplain, Brother Serena Medor has developed a "How to Province Guide" with plenty of information to make your province experience as fulfilling as possible. I encourage you to take time to review the packet which will provide you with important details about Kappa Psi and the province meeting. If any questions arise during the assembly week or during province, please reach out to your Executive board. We are excited to support you in any way possible and advance your Kappa Psi legacy.

My hope is that newly inducted brothers are excited to attend their first MEP Province and brothers excited to see familiar faces through the zoom screen. Looking forward to "seeing" all my brothers on Saturday, April 10th, 2021.

Proud to Be Your Brother,

Rachael Largent
Mountain East Province

YOUR PROVINCE EXECUTIVE COMMITTEE

2020 - 2021

RACHAEL LARGENT
Satrap

MEGAN KLINGER
Vice Satrap

VINCENT KNECHT
Secretary

SHEKINAH BANSON
Treasurer

SERENA MEDOR
Chaplain

CHIAZOKA ONYEGWARA
Historian

DAMMY ALI
Parliamentarian

THAI NGUYEN
Webmaster

CHAI WANG
Immediate Past Satrap

TODD LARSON
Province Supervisor

BECCA MOUSSEAU
Assistant Province Supervisor

What's your favorite part of Province?

Satrap

As I reflect on my favorite province memory, it brings a big smile to my face as there are so many memories that rush through my mind. Trying to select one specific memory over the past few years is difficult. My favorite memory would be attending my first province in Pittsburgh, Pennsylvania. During pledging I heard numerous brothers talk about how much fun province is and all the brothers you get to meet. I remember thinking to myself "what actually is province?", during a pledging meeting the regent explained province, and said "you have to attend an assembly to fully understand". I took his word and eagerly registered for the spring province the following semester. I was nervous when I first walked into the business meeting on Saturday, but having older brothers guide me there was nothing to be anxious about. The hustle and bustle of the business meeting, visiting with new brothers during the chapter sales, walking around Pittsburgh to grab lunch, the banquet dinner, raffle baskets, and the socials on South Side; my regent was correct I really did not understand the concept of a province until I attended one. I was thrilled to see the overwhelming Kappa Psi spirit surrounding me that weekend and I was hooked! On the drive back to Morgantown, it was confirmed that becoming a brother of Kappa Psi was the best decision of my pharmacy career. I am looking forward to the next in-person province because I can't wait to "see" all my brothers soon.

-Rachael, Mountain East Province Satrap

Vice Satrap

My favorite part about Province are the socials! It's like Christmas where all day I'm thinking about the Friday Night Social! I love seeing all of my brothers from near and far! My favorite Friday Night Social was in Morgantown, WV where they had all the sport stimulators! I got to play soccer with Chris Miller and I won too! I am so excited to see everyone on the virtual Gather.town platform on Friday, April 9th! Soon enough, we will all be together again and in-person!

-Meg, Mountain East Province Chaplain

Secretary

I have made many memories with our Brothers at past Provinces. One of my favorite Province memories was at the 2020 Spring MEP Assembly were I was able to conduct a workshop with Melanie Norris on how to lead an effective meeting. While we were able to give some tips and tricks to hosting an effective meeting, we also learned what the other Chapters did to make there meetings effective as well!

-Vincent, Mountain East Province Secretary

What's your favorite part of Province?

Treasurer

Hanging out with my Brothers while singing, dancing, and eating with one another.
-Shekinah, Mountain East Province Treasurer

Historian

The game nights and socials are always fun!
-Chiazoka, Mountain East Province Historian

Chaplain

I have never attended an in-person conference, but so far I have enjoyed the socials and the different workshops from last province. Meeting brothers from different chapters and talking about our experiences within Kappa Psi was refreshing.
-Serena, Mountain East Province Historian

Parliamentarian

My favorite things about province are being able to see all my brothers and catching up with everyone.
-Dammy, Mountain East Province Parliamentarian

Webmaster

My favorite province memory happened during the first province I have ever gone to. It was a spring assembly and we were voting on the next province GCC delegate. Other brothers have floated the idea with me to run for it prior to the assembly, but I was still very hesitant because I didn't know if I could represent the province as a whole given this is the first assembly that I have ever gone to. Furthermore, I had to dip out of the assembly around lunch time to go see a patient at a local clinic. I'm was not sure if I will even make it back in time for the speech. 2PM rolled around and I got back to the assembly just in the nick of time. Someone had nominated my name and I panic accepted it. I hurried to write the speech in my handbook as I was leaving the room for the two other speakers to give their speeches. Long story short, I didn't get the position, obviously! But despite my apparent unpreparedness, everyone at the assembly gave me their time of day and listened to my speech. For the most part, I felt very calm in that 2 minutes. I returned to my chair to the awkward smile from one of my GCD and a few thumb ups. I guess I didn't do too badly. Lesson of the day: be prepared and don't do what I did.
-Thai, Mountain East Province Historian

PROVINCES

Atlantic Province
Great Lakes Province
Gulf Coast Province
Mid-America Province
Mountain East Province
Northeast Province
Northern Plains Province
Northwest Province
Pacific West Province
Southeast Province
Southwest Province

INTERNATIONAL OFFICERS

Grand Regent - Christy Askew
Grand Vice Regent - Jason Milton
Grand Counselor - Melissa Buchanan
Grand Historian - Chris Miller
Grand Ritualist - Joe Nardolillo
Graduate Member-at-Large - Saswat Kabisatpathy
Collegiate Member-at-Large - Alex Maciejewski
Immediate Past Grand Regent - Robert Mancini
Executive Director - Johnny Porter

MEP COLLEGIATE CHAPTERS

Sigma Σ- University of Maryland Baltimore
Beta Eta BH - University of West Virginia
Beta Kappa BK - University of Pittsburgh
Delta Epsilon ΔE - Duquesne University
Delta Kappa ΔK - Howard University
Delta Xi ΔΞ - Shenandoah University
Epsilon Nu EN - University of Maryland Eastern Shore
Epsilon Omicron EO - D'Youville College
Zeta Kappa ZK - Marshall University

MEP GRADUATE CHAPTERS

Buffalo Graduate
District of Columbia Graduate
Laurel Highlands Graduate
Maryland Graduate
Maryland Eastern Shore Graduate
Northern Virginia Graduate
Pittsburgh Graduate

MOUNTAIN EAST PROVINCE'S

VIRTUAL BOOK DRIVE!

ENDS ON APRIL 9TH!

RAISE MONEY FOR REACH OUT AND READ!

SHARE THE DONATION LINK WITH FRIENDS AND FAMILY AND MAKE SURE THEY CREDIT YOUR CHAPTER!

WINNING CHAPTER WILL BE ANNOUNCED DURING THE AWARDS!

DONATE LINK:
HTTPS://TINYURL.COM/3ANCD3NM

Friday, April 9th

7:00pm - 9:00pm EST: Gather.town Social

- **Link:** https://gather.town/i/qKEqKm3K
  - **Password:** SpringMEP

Saturday, April 10th

7:30am - 9:30am EST CE Event : Navigating Pharmacogenomics with the Rise of Direct- To-Consumer Genetic Testing presenting by Katherine Riden, PharmD, a Clinical Pharmacogenomics Research Fellow at the University of Pittsburgh
Zoom Link: https://pitt.zoom.us/j/91868481654 **(Meeting ID: 918 6848 1654)**

9:00am - 9:30am EST Chapter Check-Ins
Zoom Link: https://zoom.us/j/94427681819?pwd=SnRVS2R3cHVXeGEzdjVNU1ZGb2grUT09

- 9:00am - 9:10am: Delta Kappa & Epsilon Nu & Beta Eta
- 9:10am - 9:20am: Sigma & Beta Kappa & Epsilon Omicron
- 9:20am - 9:30am: Delta Xi & Zeta Kappa & Delta Epsilon

9:30am - 10:00am EST Chapter Sales

- Delta Xi: https://su.zoom.us/j/7644397606
- DC Grad: https://childrensnational.zoom.us/j/95630359159

10:00am EST Saturday Morning Business Session
Zoom Link: https://zoom.us/j/94427681819?pwd=SnRVS2R3cHVXeGEzdjVNU1ZGb2grUT09
This begins promptly at 10:00 A.M. Attire: Casual dress, Kappa Psi swag encouraged!
Please visit www.kappapsimep.com/province for officer and committee reports.

- Call to Order
- Invocation by the Chaplain
- Renewal of Vows of Allegiance and Obligation
- Roll Call of the Delegates
- Welcoming of Visiting Brothers
- Province Executive Board Welcome – Rachael Largent
- Minutes of Previous Assembly
- Reading of Communications
  - International Officer Communications
- Officer and Committee Reports
- Collegiate & Graduate Chapter Reports
- Supervisors Report
- Old Business
- New Business
- Resolutions
- Graduating Brother Recognition

Delegates please put * in front of your name when on the zoom business session

Saturday, April 10th

11:45am EST Virtual Workshop Sessions

Brothers will be able to pick which workshop they would like to attend using the breakout room feature

- **11:45am - 12:30pm EST Workshop # 1**
  - 2021 Pharmacy Residency Prep - Learn all the Secrets
  - Resources for Risk Management
- **12:35pm - 1:20pm EST Workshop #2**
  - Regents Retreat
  - Finance 101

1:30 P.M EST Afternoon Business Session (if applicable

The Saturday Afternoon Business session will be held only if needed. If not, the Mountain East Province Spring Virtual Assembly will be dismissed.

Zoom link:https://zoom.us/j/94427681819?pwd=SnRVS2R3cHVXeGEzdjVNU1ZGb2grUT09

Delta Xi

Chapter: Delta Xi
Price: $35 (shipping included)

- Crewnecks will be shipped to the Regents of each chapter

Payment via Google Pay: kappapsideltaxifunds@gmail.com

Please fill out this google form to place an order: https://docs.google.com/forms/d/e/1FAIpQLSe9LrOAgkz0qI2t7U5IdkSanyl4OOVjLCcgkX7GhivDRGxlsQ/viewform?usp=sf_link

Contact: jflores18@su.edu or ykwon18@su.edu

Zoom link: https://su.zoom.us/j/7644397606

DC Graduate Chapter

Chapter: D.C. Grad
Price: $20 (shipping included)

- T-Shirts will be shipped directly to each brother

Payment via Venmo, Ca$h App, or Paypal

Please fil out this google form to place an order and for payment information: https://docs.google.com/forms/d/e/1FAIpQLScKn_ag6glWTvRZvH7bi8cLZICdq0RaM14Mbm5iEJ6pawlpNA/viewform?usp=sf_link

Contact: jyoko88@gmail.com

Zoom link: https://childrensnational.zoom.us/j/95630359159

As a listener...

- Minimize surrounding distractions
- Turn your camera on, so we can see your smiling face!
- Acknowledge what has been said and ask questions for clarification
- Dedicate this time to being engaged and avoid multitasking
- Practice active listening
- Utilize the chat features if you're uncomfortable speaking out loud
- Determine what YOU want out of the meeting beforehand

As a presenter...

- Be animated and engage the audience!
- Create visual aids and use other mixed media tools
- Have an assistant watch the chat box for comments from the audience
- Use polls and interactive features to keep the audience involved
- Try standing as if your were presenting in real life
- Keep it short and sweet when possible
- Consider a virtual background
- Share your screen but minimize distractions (i.e. unnecessary tabs)
- Look directly at the camera occasionally

WHAT ARE CHAPTER CHECK-INS?

This province assembly, collegiate chapters will have the opportunity to meet with Satrap Rachael Larson, Vice Satrap Meg Klinger, Supervisor Todd Larson, Assistant Supervisor Becca Mousseau, and other executive board members. We will discuss how the province executive board can better support your chapter, as well as what you perceive as your chapter's strengths and weaknesses. We will provide guidance to help you build on these strengths and address your perceived weaknesses. Can't wait to meet with you!

CONSIDER THESE QUESTIONS

1. Upon reviewing the Chapter Progress Report Form, what are your chapter's strengths and weaknesses? How can you improve on your weaknesses?
2. Are you prepared for all upcoming deadlines?
3. Are you prepared to file taxes?
4. Is your chapter in arrears with the Central Office? If yes, what is your plan to correct this?
5. When was the last time the Risk Management committee met, held a workshop, or reviewed the Risk Management and associated policies? Who is responsible for making sure all signed "Risk Management Policy Acknowledgement" Forms are kept on file until graduation?

KNOW YOUR RESOURCES

The 2020 -2021 Progress Report Form
https://kappa-psi.com/collegiates
All upcoming national deadlines
https://kappa-psi.com/due-dates
For more information on filing taxes
https://kappa-psi.com/for-brothers

NEW DEADLINES

Submit your Chapter Progress Reports by:
April 1: EARLY Deadline
May 1: FINAL Deadline
May 1: Dean and GCD evaluations via Google Form

WHAT ARE ROBERT'S RULES?

Who even is Robert, and why should I care?

- Henry Martyn Robert was an American Soldier who first published Robert's Rules of Order in 1876
- They are a guide for running meetings and making decisions as a group
- Allows for everyone's voice to be heard
- Provides structure and efficiency

The Basics

The Chair	Keeps discussion on topic and fair, and usually does not participate in voting
Quorum	Min number of members needed to be present in order to conduct business 2/3 for elections 1/2 for meetings
Voting	By voice, counted standing, hand, or ballot vote

General Format

Main Motion → Second → Debate → Vote

ALWAYS REMEMBER

Address the Chair
Debate issues, not personalities
Use roles instead of names
Be courteous and respectful

If you want to...	Say...
Make a motion	"I move that..."
Second a motion	"Second!"
Amend a motion	"I move to amend the motion by..."
Postpone discussion	"I move that the motion be postpone to..."
Commit/Refer (to a committee)	"I move that the motion be referred to..."
Limit debate	"I move that the debate be limited to x minutes."
Extend debate	"I move to extend the debate by x minutes."
Close debate	"I move the previous question/to close the floor."
Recess	"I move to recess for x minutes."
Raise a question of privilege	i.e. "Point of privilege! It's too loud, and I can't hear."
Adjourn/Close a meeting	"I move that we adjourn."
Point out when a rule is broken	"Point of order."
Request more information	"Point of information."
Clarify parliamentary rules	"Point of parliamentary inquiry."
Ask for a vote by actual count	"I call for a division of the house."
Vote by acclamation	"I move to vote by acclamation."

And as always,
Proud to be your brother