

# MEP OFFICER REPORTS

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# Satrap Report

- Chapters Visited/Check-ins:

Chapter	Date Visited
Epsilon Nu	11/4/2019
Zeta Kappa (by phone)	11/5/2019
Delta Kappa	11/5/2019
Beta Kappa	1/9/2020
Sigma	2/7/2020
All Chapters	Spring Province
Epsilon Nu (by video)	July 2020
Sigma (by video)	September 2020
All Chapters	Satrap August 2020 Check-Ins

- Project Updates:

Ongoing Projects	Status	Notes
Satrap Task list Calendar	Complete	Creating an Excel file to provide general timelines throughout the year to help a future Satrap keep track of upcoming deadlines/timeframes for planning
Follow-Up with Logo Competition	Complete	Logo has been selected by e-board. New logo debut in December 2019.
Committee Assignments	Complete	All committee chairpersons, liaisons, and past satraps assigned. Communications sent to follow-up on initial committee meetings
Implementation of Consent Agenda in Province Management	Complete	Implemented for Province-level meetings and Executive Committee Meetings Introduced for select Chapters
Communication groups (GroupMe, FB Messenger)	Complete	Set up/joined groups for Past Satraps, MEP regents, MEP committee chairs, Exec Committee, and Kappa Psi Satraps
Spring Assembly Agenda/Meeting Format	Complete	We hope you enjoy the new format and MEP program offerings!
MEP Risk Management	Complete	Requested MEP Legislative Committee to develop a proposal for integrating a province Risk Management committee in province by-laws. Risk Management committee completed primer and risk management review process.
MEP Social Event during COVID-19	Complete	Set up a puzzle night for brothers to socialize during the pandemic.

# Satrap Report

- Project Updates:

Ongoing Projects	Status	Notes
Fall Assembly Agenda/Meeting Format	Complete	Continue to support Vice Satrap with determining appropriate venue space in conjunction with planning committee from MEP Executive Board
Chapter Regent Outreach	Complete	FB group established. Chapter Visits/Check-In coordinated with chapters.
Development of new fundraisers	Complete	Shutterfly affiliate program fundraiser – complete Spring Province fundraising activities – Complete
MEP Ambassador Program	Defer due to COVID	Program development delegated to Scholarship/Awards/Philanthropy committee under oversight of MEP Chaplain
MEP Legislative Process	Complete	Through introduction of legislation and resolutions, creating a more robust process through which MEP regularly reviews legislation and solicits meaningful resolutions from delegates.
Virtual Chapter Regent Check-Ins	Complete	Due to COVID-19, set up two forums for chapter regents to check-in to discuss issues and concerns with navigating chapters through the Fall Semester.
Fall Assembly Planning – Virtual Meeting	Complete	Engaged MEP E-Board to plan first-ever virtual meeting, conceptualize new format, and resolve logistical issues to ensure MEP is in compliance with by-laws. Coordinated with E-board to make early decisions on Assembly planning to minimize impact on host chapters and ensure ample time for planning.
Framework for MEP Officer Meetings	Complete	Developed standardized process for MEP E-board meetings and to ensure officers are tracking and completing assigned projects.
Framework for Meeting Planning	Complete	Instituted meeting planning guidance, including preparatory meetings, minute-by-minute tracker, and virtual walkthroughs to ensure that both Spring and Fall province meetings were executed in a crisp and professional manner.
Virtual Election Process	Complete	Due to virtual meeting, it was necessary to develop a new election nomination and voting process to preserve the integrity of the process. We successfully tested an anonymous voting software and created an equitable process that gives brothers multiple opportunities to run for office.

# Satrap Report

- Announcements:
  - We are actively looking for more brothers to take on committee roles at the province level. E-mail [mep.satrap@gmail.com](mailto:mep.satrap@gmail.com) to learn more!
- Action Items for Brothers:
  - Elections for MEP Executive Board take place at our Fall Province assembly. Like what MEP is doing? Consider joining the Executive Board. Talk to an E-board member today to learn what we do!

Thank you for the opportunity to serve as your Satrap this past year. It has truly been a privilege to support the brotherhood as we navigate the pandemic.

As always, proud to be your Brother.

Respectfully submitted,

Chai Wang

Satrap 2019-2020

Vice Satrap

Spring 2021 Province will be...

**VIRTUAL!**

# Vice Satrap

- Chapters Visited:

Chapter	Date Visited
Beta Eta	March 2020 (prior to Spring Assembly!)

- Project Updates:

Project Title	Status	Updates
Assembly Planning	Complete	Successfully planned Spring MEP 2020 Assembly with Beta Eta with over 200 Brothers in attendance Spearheaded first-ever Virtual Assembly with Province Executive Committee; transitioned typical Assembly activities to virtual platform
Chapter Reports	Complete	Change in chapter report structure to themed 1-minute video reports
Assembly Workshops	Complete	Revamped Assembly workshops to provide more interactive programming and to better integrate into Province structure to
Assembly Business Session	Complete	Abbreviated business sessions to maximize interactive programming and Brotherly bonding

# Vice Satrap

- Project Updates:

Project Title	Status	Updates
Chapter Check-Ins	Complete	Instituted Chapter Check-ins for in-person Spring 2020 Assembly to assist chapters to identify areas of improvement and offer assistance/guidance
Province Assembly Website & Registration Form	Complete	Worked with Beta Eta and Webmaster Nguyen to create the Spring 2020 Virtual Assembly and Fall 2020 Virtual Assembly websites, respectively  Updated and disseminated Fall 2020 Virtual Assembly registration form
Auditing & Fundraising Committee - E-board Liaison	Complete	Worked closely with Treasurer Weaver and Committee to prepare auditing documents for Spring Assembly and served as a liaison for all fundraising efforts

Thank you for the incredible opportunity to serve as your Vice Satrap!  
As always, proud to be your Brother.

# Secretary

- Chapters Visited:

Chapter	Date Visited
Zeta Kappa	03/20/2020 (virtual)

- Project Updates:

Project Title	Status	Updates
Collect chapter's updated rosters and officer list	Complete	Collaborated with each chapter to ensure an accurate and up-to-date was provided after elections and chapter transitions.
Assembly Planning	Complete	Supported planning of first-ever Virtual Assembly with Province Executive Committee; transitioned typical Assembly activities to virtual platform
Province Guide Virtual Edition	Complete	Collaborated with Chaplain to produce a comprehensive document with all relevant information and resources to help brothers navigate the Province Assembly
Delegate Submission Forms	Complete	Updated and disseminated Fall 2020 Virtual Assembly delegate submission form
Election Submission Forms	Complete	Created candidate form to reflect new election process, allowing brothers to upload campaign videos and headshots to be uploaded to province website



# Secretary

- Project Updates:

Project Title	Status	Updates
Promote MEP Elections	Complete	Provided brothers with election primers and information about the changes in nomination and voting processes
Province Election Logistics	Complete	Collaborated with Satrap to troubleshoot and prepare virtual voting platform for elections and legislative proposals
MEP Social Media Bingo	Complete	Created Instagram game card to help encourage brother engagement via social media while everyone is in quarantine during covid-19 pandemic

- Announcements:

- Please send any changes in officers and/or chapter rosters to [mep.secretary@gmail.com](mailto:mep.secretary@gmail.com)
- If you have not been receiving the MEP emails via the listserv please send your email to be added

# Secretary

## *Website/Social Media Announcements*

- Email: Check chapter email at least weekly!
  - [chapter@kappapsi.org](mailto:chapter@kappapsi.org)
  - Contact Central Office for all password resets
- Website: <https://kappa-psi.com/>
- Facebook Group: <https://www.facebook.com/groups/kappapsi>
- Twitter Account: <http://twitter.com/kpsi>
- Google Group Listserv: [kappapsifraternity@googlegroups.com](mailto:kappapsifraternity@googlegroups.com)
- Brothers do not have to have a Gmail e-mail address to subscribe.
- The picture policy and risk management policy apply to **any posts** regarding Kappa Psi content.

Thank you for the amazing  
opportunity to serve as your  
Secretary!

Respectfully Submitted

# Treasurer

- Chapters Visited:

Chapter	Date Visited
None (Pandemic)	N/A

- Project Updates:

Project Title	Status	Updates
Venmo Replacement	Complete	Due to Venmo not supporting non-profits tax structure, switched to Square
Midterm Fundraiser	Complete	Crewneck, Quarter Zip, Hat sale. Established relationship with Underground Printing due to their direct shipping
MEP Store	Complete	Virtual store set up through square, able to be updated with new items at any time
Shutterfly Storefront	Complete	Storefront is created, can continuously generate revenue with any sales
Evaluate potential banks for MEP	Complete	Due to PNC not having branches in all chapter cities, we looked at potential replacements. After determining there was no suitable bank, we remained with PNC

# Chaplain Report

- Chapters Visited:

Chapter	Date Visited
Sigma	10/7/2020 Virtual GBM

- Project Updates:

Project Title	Status	Updates
Help chapters transition to virtual meetings	Complete	<ul style="list-style-type: none"><li>Communicated with Joe Nardolillo and chaplains from other provinces</li><li>Disseminated guidance on virtual rituals and rush/pledging</li></ul>
Promote Kappa Psi Service Week	Complete	<ul style="list-style-type: none"><li>Reach out to chapters and provide guidance and ideas on philanthropy in virtual setting</li><li>Create graphics and utilize Facebook and Instagram to encourage participation</li></ul>

# Chaplain Report

Project Title	Status	Updates
Province Guide Virtual Edition	In Progress	<ul style="list-style-type: none"><li>● Work closely with MEP E-board to compile a guide that includes introductions, basic Kappa Psi and MEP information, schedule of events, logistics regarding voting and elections, testimonials for why brothers should run for office, and more</li><li>● Goal: To provide a streamlined document with all relevant information and resources to help brothers navigate the Province Assembly</li></ul>
Virtual 5K for ROR	In Progress	<ul style="list-style-type: none"><li>● Collaborate with Philanthropy Committee to organize and promote a virtual 5K to promote health and wellbeing during challenging times while supporting Reach Out and Reach financially</li></ul>
Prepare for Chaplain Transitions	In Progress	<ul style="list-style-type: none"><li>● Review responsibilities over the past year and compile resources/documents in order for a smooth transition for the 2020-2021 executive board</li></ul>
Support Sigma Chapter	In Progress	<ul style="list-style-type: none"><li>● Attend Sigma chapter GBMs when available</li><li>● Promote involvement at a Province-level and provide updates from MEP executive board</li></ul>

# HISTORIAN

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# Report

- Spring 2020 Province
  - Intermittent Historian
- Mask Submissions
- Social Media
  - Province Flyers
  - Officer Highlights for nominations
  - MEP Bingo





# The MASK

## Submission Deadlines:

- **October 1, 2019**
- **March 1, 2020**
- **July 1, 2020**
- **October 1, 2020**

Send to [MASK@kappapsi.com](mailto:MASK@kappapsi.com)

cc: [Mep.historian@gmail.com](mailto:Mep.historian@gmail.com)

Consider highlighting unique chapter event, anniversary, awards

Enroll to get the MASK online  
[www.Kappapsimask.com](http://www.Kappapsimask.com)

## Fall MASK Chapter Submissions:

- Sigma
- Beta Eta
- Beta Kappa
- Delta Epsilon
- Delta Kappa
- DC Grad
- Maryland Eastern Shore Grad
- Northern Virginia Grad
- MEP

# MEP Chapter MASK Submission Tracking

MEP Chapter MASK Submission Reports				
Chapter	Fall 2019	Spring 2020	Summer 2020	Fall 2020
Sigma	X	X		X
Beta Eta	X	X	X	X
Beta Kappa		X	X	X
Delta Epsilon	X		X	X
Delta Kappa	X	X	X	X
Delta Xi		X		
Epsilon Nu	X	X	X	
Epsilon Omicron		X		
Zeta Kappa		X	X	
Buffalo Grad	X	X		
D.C. Grad	X	X	X	X
Maryland Grad				
Laurel Heights Grad				
Maryland Eastern Shore Grad	X	X		X
Northern Virginia Grad	X	X	X	X
Pittsburgh Grad				
MEP		X	X	X

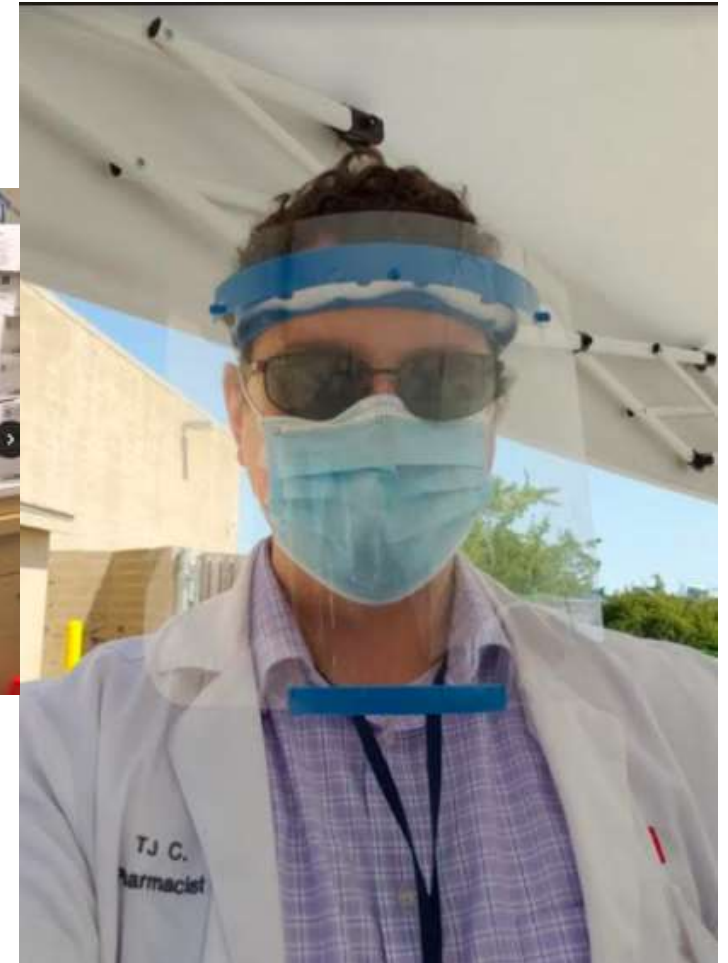
# Chapter 100% Submissions

## Collegiate Chapters

- Beta Eta
- Delta Kappa

## Graduate Chapters

- D.C. Grad
- Northern Virginia Grad



# MEP Brothers during Covid-19



# Stay Connected To MEP

- Join **Mountain East Province group** on Facebook
- Follow **@Kappapsimep** on Instagram
- Use hashtags when posting appropriate pictures on social media
  - (see picture policy)
  - **#MEPFallAssembly #GetToKnowMEP #MountainBEAST**
  - **#MEP2020 #MEPTakeover #VirtualProvince**

Respectfully Submitted

# Parliamentarian

Chapter	Date Visited
Beta Kappa	2/20/2020

- Chapters Visited:
- Project Updates:

Project Title	Status	Updates
Review province ordinances and propose updates with retrospective changes	Complete	See Legislative Committee Report
Develop an educational training session for parliamentary procedures through giving a webinar and workshop to upcoming delegates to ensure understanding of Robert's Rules of Order and Parliamentary procedure	Completed	
Integration of new resolutions into By-Laws (COVID-19 new election guidelines)	Completed	See Legislative Committee Report
Epsilon Nu: Help coordinate election procedure and changes in by laws	Completed	

# Parliamentarian

- Announcements
  - Thank you for letting me serve as your Parliamentarian this past year!



# Webmaster Report

Ongoing Project	Status	Notes
Career Round table	Completed	Scheduled for November 5 <sup>th</sup> , 2020 Confirmed 6 speakers from various careers
Province website	Completed	Proposal accepted by e-board. Discontinued service with Joomla, GoDaddy and Bluehost Initiated account with Wix, paid and transferred domain
Fall 2020 PROVINCE website	Completed	Province assembly website created on Wix. <a href="https://www.kappapsimep.com/province">https://www.kappapsimep.com/province</a>
Facebook engagement	Completed	"MEP Spirit Week" leading up to Fall 2019 province – Flyer finalized + posted <a href="https://www.instagram.com/p/B8w5wuCBIDF/?utm_source=ig_web_copy_link">https://www.instagram.com/p/B8w5wuCBIDF/?utm_source=ig_web_copy_link</a>
New MEP logo design	Completed	Winner selected - Notified Beta Eta of new logo Notified winner of waived province registration
Spring 2020 PROVINCE website	Completed	Province Assembly Website created by C.T Douglas from Beta Eta Reviewed by e-board on 12/27/19 Released on 1/1/20

# Webmaster Report

Chapter websites	Incomplete	<p>Website creation guide sent out Dec 2<sup>nd</sup></p> <p>Spring 2020 updates:</p> <ul style="list-style-type: none"><li>• Sigma: Qiwei Lin finished new website! <a href="https://kysigma2.wixsite.com/kyforlife">https://kysigma2.wixsite.com/kyforlife</a></li><li>• BE: No update</li><li>• BK: Caroline Baldwin website uptodate! <a href="https://betakappa.wixsite.com/beta-kappa-kappa-psi">https://betakappa.wixsite.com/beta-kappa-kappa-psi</a></li><li>• DE: Any org website will need to be approved by school</li><li>• DK: Laurel Alcenat Website available! <a href="http://www.hukpdk.com/">http://www.hukpdk.com/</a></li><li>• DX: No update</li><li>• EN: No update</li><li>• EO: Andrea Dressler has website. <a href="http://www.kappapsieo.org/">http://www.kappapsieo.org/</a></li><li>• ZK: Tala new website created. <a href="https://zetakappa25.wixsite.com/website">https://zetakappa25.wixsite.com/website</a></li></ul> <p>Ultimately, two additional chapters has created website this past year. As of 2020, 5/9 MEP chapter has a website.</p>
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# Immediate Past Satrap

## Chapter Visits/Engagement:

- October 20, 2019 – Maryland Grad & Sigma BBQ
- October 21, 2019 – Conference call with Zeta Kappa Regent Tala Khasawneh and Satrap Chai Wang
- November 8, 2019 – Sigma Pledging Event
- November 22, 2019 – Sigma Pledging Event and Big-Little Reveal
- February 21, 2020 – Sigma Initiation
- March 20, 2020 – call with Zeta Kappa, in coordination with MEP Secretary Ashley Dike, Chaplain Karen Huang, and Assistant Supervisor Becca Mousseau. Discussed elections and remote voting procedures, recruitment, licensed Kappa Psi apparel, risk management fees, and connecting them to nearby chapters.
- April 7, 2020 – Sigma elections
- Various Sigma Executive Board and Chapter Meetings

## Committee Update:

The Scholarship, Awards and Philanthropy Committee has met throughout the year – please refer to the committee chair Brother Kim Dao’s report. The committee will next meet on October 25, 2020 with a focus on the virtual 5k, Assembly awards, and written scholarships.

Ongoing Project	Status	Notes
Transition of Officers	Complete	Held transition calls with the incoming Satrap, and Vice Satrap
Continued Support	Complete	Served as a resource and actively supported the Executive Board (e.g. Assembly review, risk management, Graduation Ritual, federal taxes) and Communications Committee (newsletter review) while serving on the Advisory and Scholarship/Awards/Philanthropy Committees.