

THE DELTA CHI FRATERNITY, INC.  
MINUTES  
BOARD MEETING  
JUNE 20, 2017

The telephonic meeting of the Board of Regents of The Delta Chi Fraternity, Inc. was called to order by Aaron Otto, “AA”, at 8:00 p.m. CDT on June 20, 2017.

The following members of the Board were present: Aaron Otto “AA”; Tom Carroll, “CC”; Ronald Martin, “DD”; Miles Washburn, Retiring “AA”; Shaun Hollenbeck, Regent, Region I; Chuck Wade, Regent, Region II; Grant Herrin, Regent, Region III; Matthew Gorney, Regent, Region IV; Nic Kern, Regent, Region V; Justin Donnelly, Regent, Region VI; Jack Rodican, Regent, Region VII; Ronald Stowers, Regent, Regent VIII and Gene Dorris, Regent, Region IX.

Absent: None

Also present at the meeting: Keith Shriver, Executive Director; David Gault, Legal Advisor; Donald LaPlante, Parliamentarian; Marquez Brown, Associate Executive Director; Jerod Breidt, Director of Member Safety. Present as a guest was Ned Kirklin of the Holmes Murphy insurance firm, through the end of minutes item #3.

1. SWEARING IN OF REGENTS—Brothers Gene Dorris, Grant Herrin and Nic Kern were sworn in as members of the Board of Regents.
2. APPROVAL OF MINUTES—It was moved by Washburn, seconded by Gorney, and the motion carried unanimously to approve the Board of Regents minutes of May 23, 2017.
3. INSURANCE PRESENTATION—Mr. Kirklin made a presentation and answered questions on options available to the Fraternity regarding sub limits and modified endorsements. Mr. Kirklin stated that adopting sub limits of \$250,000 to chapters would result in a \$5 per man insured discount and adopting a sublimit to exclude housing corporations would result in another \$5 per man discount. Adopting a list of modified endorsements would result in a \$10 per man discount.
4. KIRKLIN LEAVES CALL—Mr. Kirklin left the call at 8:55 p.m. CDT.
5. ADOPT SUBMITS FOR CHAPTERS—It was moved by Rodican, seconded by Donnelly and the motion carried with Dorris, Herrin and Washburn voting no to adopt chapter sub limits of \$250,000.
6. ADOPT SUBLIMITS FOR HOUSING CORPORATIONS—It was moved by Rodican and seconded by Wade to exclude housing corporations from the insurance as a sublimit.
7. MOVE TO RECONSIDER ITEM NUMBER 5—It was moved by Stowers, seconded by Kern and the motion carried unanimously to reconsider item number 5.
8. MOTION TO POSTPONE—It was moved by Carroll, seconded by Washburn and the motion carried unanimously to postpone consideration of all items regarding insurance sub limits and modified endorsements to the July 28-29, 2017 Board of Regents meeting.

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9. SET ASIDE—It was moved by Shriver, seconded by Martin and the motion carried unanimously to appropriate \$169,592 from the set aside funds as detailed in the attachment provided.
10. GRANT REQUEST—It was moved by Shriver, seconded by Wade and the motion carried unanimously to approve a grant request to The Delta Chi Educational Foundation in the amount of \$97,359.15, per the attached document.
11. EXECUTIVE DIRECTOR UPDATE—Brother Shriver reported that all six Leadership Consultants are in Iowa City and that training will begin on Thursday, June 22, 2017. He reminded Board members and Chairmen that the reports for the summer board meeting are due on June 30, 2017.
12. NEXT MEETING—The next meeting of the Board of Regents will be a telephonic conference call on Tuesday, July 11, 2017 at 8 p.m. CDT.
13. ADJOURNMENT—With no further business, the “AA” declared the meeting adjourned at 10:00 p.m. CDT.

Respectfully submitted,

Tom Carroll, “CC”

Prepared by:

Donald E. LaPlante, Parliamentarian

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**2015-2016  
 SET ASIDE DOCUMENTATION SUMMARY**

**2016 "A"s' Academy**

Amount Deemed Educational	\$140,480	
Amount Granted by Foundation*	\$90,780	
Eligible for Set Aside		\$49,700

Total cost of the "A"s' Academy = \$151,054.05. After application of the Foundation Grant, the Fraternity paid \$60,722.03

<b>Visitation Program</b>	<b>\$10,002.46</b>
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This is the amount of educational hours completed by Staff members to the Visitation Program. This cost is determined by the total amount of hours multiplied by salaries and benefits. This

<b>Set Aside Efforts Not Already Part of Visitation Program</b>	<b>\$74,432.22</b>
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This is the amount of all other categories of educational hours completed by Staff members. This cost is determined by the total amount of hours multiplied by salaries and benefits.

**Overhead Support  
 (HQ and Depreciation)**

Cost	\$208,573.70	
% Educational	0.17	
Eligible for Set Aside		\$35,457.53

The building and all equipment utilized during educational hours can be deemed set aside. The percentage above reflects such. It is then multiplied by the total cost of HQ and depreciation.

<b>Requested from Set Aside Account</b>	<b>\$169,592</b>
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\* "A"s' Academy Grant Request Available Upon Request

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**DELTA CHI EDUCATIONAL FOUNDATION**  
**2017 "A"s' ACADEMY**

GRANT APPLICATION REQUEST FORM

Name of Organization: **The Delta Chi Fraternity, Inc.**

**Purpose of Organization:** The Delta Chi Fraternity, Inc. believes that great advantages are to be derived from a brotherhood of college and university men, and appreciates that a close association may develop character, advance justice, and assist in the acquisition of a sound education.

The Delta Chi Fraternity, Inc. is dedicated to developing in its members a commitment to life-long learning and personal growth. We are committed to complementing the educational mission of our host institutions by creating in our members the understanding that the development of the whole person is paramount to successfully becoming a fully functioning and contributing member of society.

Through intentional programming, we assist the individual in recognizing that balance in life is essential in an evolving person. We emphasize that life is a series of challenges and changes that will afford members opportunities for growth. Further, members will understand the values of ethical responsibility and leadership through service. It is through these principles and fundamental values that members will understand their roles and responsibilities as students, contributors to society, family members, and most importantly, teachers of future generations.

**Address:** 314 Church Street, P.O. Box 1817  
Iowa City, IA 52244-1817

Name of contact person: Keith R. Shriver  
(Print)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

**Title:** Executive Director & CEO, The Delta Chi Fraternity, Inc.

**Phone:** (work) 319-337-4811 (fax) 319-337-5529

**Email:** kshriver@deltachi.org

**Total Grant Amount Requested: \$97,359.15**

**Total Program Expenses: \$133,515.01**

**Utilization date:** Fiscal year: July 1, 2016 to June 30, 2017

**Description/Purpose Summary (Additional pages may be attached.)**

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**EXHIBIT A**

**Summary Statement:**

The “A”s’ Academy is a comprehensive program aimed at helping chapter presidents learn the fundamentals of leadership. In particular, the Academy is focused on assessing each attendee’s personal strengths, communication skills, role modeling, setting goals and establishing priority plans, problem solving and decision making, managing change, officer training and transition, delegation and motivation.

**Goal:**

Through a mixture of large group presentations/activities and several small group discussions, the attendees were exposed to a variety of concepts in each of the above areas. Small group discussions and problem solving activities drew out key points and exposed each participant to a range of learning opportunities. Each participant’s understanding of each of the above areas was enhanced. The 2017 program included 108 Delta Chi chapter and colony presidents.

**Intended Outcomes:**

**Affective** - Relating to, arising from, or influencing feelings and emotions.

- 1) Participants will learn how to effectively communicate their thoughts and the goals of the organization to others, both in and out of their chapters and colonies.
- 2) Participants will develop an awareness of their personal strengths.
- 3) Participants will learn to share the workload of running an organization with other officers and members while holding them accountable.
- 4) Participants will develop a greater awareness of being role models through words and actions that are consistent with organizational values, as well as, developed mentoring relationships with others.
- 5) Participants will develop an understanding of the urgency for change and their responsibility to facilitate it and will develop the skills to do so.
- 6) Participants will be better able to motivate others to support the goals and initiatives of their own organization.
- 7) Participants will have a greater understanding and appreciation of the resources available to them through the Fraternity.
- 8) Participants will be able to challenge those individuals who are not living up to fundamental values.

**Cognitive** - Capable of being reduced to empirical, factual knowledge.

- 1) Participants will learn how to foster a healthy chapter environment that promotes academic achievement, appropriate decision-making, and a balanced college experience.
- 2) Participants will be taught problem solving skills.
- 3) Participants will be able to put together specific goals and a related priority plan.
- 4) Participants will learn how to assess the culture of their own chapter or colony.
- 5) Participants will learn how to use the Fraternity’s Ritual as a call to action.
- 6) Participants will learn how to assess their performance in various chapter operations.
- 7) Participants will learn why and how to confront unacceptable behavior.

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What other sources of funding will be utilized in implementing this program?

- 1) The Delta Chi Fraternity, Inc. member income;
- 2) Supplemental funding from The Delta Chi Fraternity, Inc.

Have you submitted a request(s) to any other funding sources for this same Program/Project?

Yes  No

If so, when and to whom: \_\_\_\_\_ N/A \_\_\_\_\_

Describe in detail the impact on your Program/Project if your grant request is approved for a lesser amount than requested. (Additional pages may be attached.)

As the Fraternity seeks to create new and additional educational programming for members, there is a greater need for the Foundation's financial support. Since the alternative funding for the program would have to be provided by members of the organization in the form of dues, those dues would have to be increased in order to maintain the current level of service. This would become necessary if the amount granted by the Foundation were less than the amount requested.

If the amount granted by the Foundation is less than the amount requested, the program will have to be reformulated and scaled back to meet budget restrictions and would not likely have the broad impact that it has today.

The Foundation grant request amount will help us ensure that we reach out to and develop all chapter and colony presidents on an annual basis through this important program.

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EXHIBIT B

**2017**  
**“A”s’ ACADEMY**

PROGRAM FINANCIAL RESULTS

*EXPENSE*

	<u>ITEM</u>	<u>ACTUAL AMOUNT</u>
1-	Salary/Benefits	\$20,915.89
2-	Attendee, Staff, and Faculty Food and Lodging	\$43,943.40
3-	Attendee, Staff and Faculty Travel	\$58,204.04
4-	Materials	\$10,451.68
<b>TOTAL EXPENSES:</b>		<b>\$133,515.01</b>

*INCOME*

	<u>SOURCE</u>	<u>AMOUNT</u>
1-	Delta Chi Educational Foundation Grant Requested	\$123,100.83
2-	The Delta Chi Fraternity, Inc.	\$10,414.18
<b>TOTAL INCOME:</b>		<b>\$133,515.01</b>

Eligible for Grant Request:

**\$133,515.01 times the educational percentage of 72.92% equals: \$97,359.15**

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**EXHIBIT C**

**2017 “A”s’ ACADEMY- SET ASIDE ALLOCATION**

	<b>Number of Hours</b>	<b>Educational Portion</b>
<b>Friday, January 13, 2017</b>		
Welcome to A's Academy	0.75	0.25
GM One: Creating the Bond	1.00	1.00
Strengths Quest	1.50	1.50
<b>Total</b>	<b>3.25</b>	<b>2.75</b>

<b>Saturday, January 14, 2017</b>		
GM Two: Teambuilding	2.00	2.00
Applying Your Strengths	1.25	0.75
GM Three: Group Strengths	1.50	1.50
Strengths & Personal Values	1.00	0.75
Our Ritual: A Call to Action	1.25	0.75
Ethical Decision Making	0.75	0.75
Assessing Organizational Culture	1.50	1.25
<b>Total</b>	<b>9.25</b>	<b>7.50</b>

<b>Sunday, January 15, 2017</b>		
GM Five: Owning Our Reality	1.25	0.25
Creating the Optimal State	1.50	1.25
Ask the Experts	3.00	1.50
GM Six: Priority Planning	0.75	0.75
Priority Planning Rotation Groups	2.00	2.00
GM Seven: Bringing it all Together	1.75	1.00
<b>Total</b>	<b>10.25</b>	<b>6.75</b>

<b>Monday, January 16, 2017</b>		
Graduation	1.25	0.50
<b>Total</b>	<b>1.25</b>	<b>0.50</b>

**SUMMARY**

<b>Total hours</b>	<b>24</b>	<b>17.50</b>
<b>Total Qualifying Hours</b>	<b>17.50</b>	

Therefore, the % of the college that may be considered educational is 72.92%.  
(17.5 hours divided by 24.0 hours)



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**GRANT AGREEMENT**  
BETWEEN  
**THE DELTA CHI EDUCATIONAL FOUNDATION**  
AND  
**THE DELTA CHI FRATERNITY, INC.**

The Delta Chi Educational Foundation (hereinafter "Foundation") agrees to make a grant in the sum of \$ \_\_\_\_\_ (hereinafter "grant") to The Delta Chi Fraternity, Inc. (hereinafter "Fraternity"), to be paid out immediately upon the grant being approved, as the program has already occurred. The grant being subject to the following express conditions:

1. The grant shall be used by the Fraternity exclusively to reimburse expenses directly attributable or allocable to the activities specified in item 2 below, such expenses to include all direct expenses and reasonable allocable share of general and administrative costs connected with such activities.
2. The grant shall be used for the following particular educational purpose or purposes, which must be from among those set forth in Exhibit A attached hereto and made part hereof: The Delta Chi Fraternity, Inc.'s "A's" Academy (hereinafter "Academy").
3. The Fraternity shall return to the Foundation any part of the grant that is not used for such purposes within said year as provided in item 5 below.
4. The Fraternity has, in Exhibit B and elsewhere attached hereto and made part hereof, (a) set a definite budget for the Academy specified in item 2 above, (b) provided a definite explanation for expenditures in accomplishing each such activity, and (c) developed a workable system of isolating expenses associated with each activity.
5. The Fraternity shall provide adequate documentation that the expenses have been incurred in direct support of the Academy and not for any other purpose.
6. The educational percentage of **72.92%** for "Implementation Expenditures" and "Staff Support Expenses" (see Exhibits A and B) was determined by comparing the program with past programs of this type and through the opinion in 2017 of attorney John E. Christopher of Cincinnati, Ohio law firm Manley Burke. The worksheet for this calculation is contained herein as Exhibit C. A copy of the actual program booklet has also been included for review and confirmation of this calculation.

IN WITNESS WHEREOF, the parties hereto have set forth their hands and seals as of the date opposite their signatures.

**THE DELTA CHI EDUCATIONAL FOUNDATION**

\_\_\_\_\_  
Date

By: \_\_\_\_\_  
JAMES MARASCIO  
President/Chairman

**THE DELTA CHI FRATERNITY, INC.**

\_\_\_\_\_  
Date

By: \_\_\_\_\_  
AARON OTTO  
"AA" (International President)

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## Implementation Expenditures

Salary/Benefits: Each staff person receives his or her salary every two weeks. A Leadership Consultant who is in his second year of employment is entitled to a raise in this salary. Along with this salary, Leadership Consultants have received contributions to FICA, medical and dental insurance plans, a one-time uniform stipend, and federal and state unemployment as compensation for their service. Directors are considered middle management employees and are compensated accordingly. The Executive Director is considered upper management and is compensated accordingly.

Attendee and Presenters Food: While traveling to and from and on location, meals were either provided or reimbursed upon request.

Lodging: Lodging on location was provided.

Attendee Travel: Economy air travel or \$0.15/mile if one attendee in the car plus \$0.08 for every additional attendee in the car for automobile travel to and from the Academy.

Materials: Notebooks, Paper, Academy Booklets, Signage, etc.

Staff Travel, Meals, Miscellaneous: Staff travel to and from the Academy, meals to and from as well as on location, tolls, parking, etc.