



Southeast Province Fall Assembly Minutes

Tampa, Florida

Hosted by the Southeast Province Executive Committee

Saturday, October 23rd, 2021

7:30 AM

SEP EC Meeting (Location: Salon E, F)

- Preparation for the opening of business meeting

8:00 AM

General Session I (Location: Salon E, F, Embassy Suites USF)

Call to Order

- By Satrap Dr. Aaron Young

Opening Ritual &
Invocation

- By Chaplain Mr. Chris Donaldson
 - “Father God, thank you for the opportunity for us to gather safely in the face of adversity and troubling times. Father, we ask that you come together, come with us today and offer us wisdom as we work towards making our Province even stronger. Bless this meeting with your divine intelligence and help us make the best use of our own. We are of diverse opinion here, and we wish to mend our differences and reach agreements satisfactory to all as we continue to make the Southeastern Province, the strongest Province of our organization. It is in your name we pray. Amen.”

8:10 AM

Roll Call – Secretary [Present (P); Absent (A)]

Collegiate Chapters

- Iota – P
- Gamma Sigma – P
- Delta Iota – A
- Delta Rho – P
- Delta Upsilon – P
- Delta Omega – P
- Epsilon Eta – P
- Epsilon Mu – P
- Zeta Gamma – P
- Zeta Delta – P
- Zeta Phi – P

Graduate Chapters

- Charleston Grad – P
- Gainesville Grad – A
- Jacksonville Grad – P
- North Florida Grad – A
- Orlando Grad – P
- Savannah Grad – P
- Southeast Florida/Bahamas Grad – P
- Tampa Grad – P

Province Officers

- Satrap – Dr. Aaron Young – P
- Vice Satrap – Dr. Liem Dang – P

- Secretary – Ms. Devi Surajbali – P
- Treasurer – Dr. Armando Mieres – P
- Historian – Dr. Julie Mavrakis – P
- Chaplain – Mr. Chris Donaldson – P
- Parliamentarian – Mr. Matt Haas – P
- Newsletter Editor – Ms. Sarah Rowe – P
- Assistant Newsletter Editor – Mrs. Rachel Callendar – A
- Webmaster – Mr. Vincent Huynh – P
- Assistant Webmaster – Mr. Alex Shantiai – P
- Immediate Past Satrap – Dr. Ravi Bacchus – P

Supervisors

- Province Supervisor – Dr. Wes Miller – P
- Assistant Province Supervisor – Dr. CJ Duru – P

International Officers

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

8:15 AM

Welcome

SEP Welcome

By: Satrap Dr. Aaron Young

- Announcements:
 - o Dinner Reception:
- Evening Social

Welcoming of Brothers, Grand Officers, and Guests

- Visiting Brothers from Alpha Chapter:
 - o Dr. Chris Miller
 - “It’s great to be back. This speaks miles to SEP being the first back in-person Assembly during the current pandemic. Congratulations. Where are we as a Fraternity? Headwinds: numbers, lots of Chapters are
 - o Dr. Saswat Kabisatpathy
 - “I’m very happy nobody got kicked out of the hotel last night. One of the biggest concerns is how do we engage or interact with tailwinds we’re experiencing. It’s really cool to see everyone get together with hugs, etc. It’s great to have this experience back, it’s its unlike anything. As you go through this weekend, take the opportunity to learn. In provinces like SEP, we’re blessed to have so many Grads that are continuously active. Take a moment to reach out to Grads you haven’t already. Graduates in the room, please raise your hands. See, this is a unique opportunity. It’s been a rough couple of years with challenges, experiences, etc. Thanks for what you’ve done. As Graduate Member-At-Large, I’m here to ensure that Grads have what they need. Chris mentioned communication – please reach out even if just to say hi. Thank you.”

8:20 AM

Risk Management Policies Review – Dr. Monica Tadros

Important Risk
Management Reminders
for This Assembly

- COVID-19 Safety Guidelines sent via email and are available in Assembly Google Drive
 - Please review them in entirety
- Important Health Safety Reminders
 - Keep your mask on at all times
 - Keep a safe distance between you and other persons
 - Sanitize and wash your hands frequently
- Zero tolerance policy!
 - Failure to comply will result in immediate dismissal for the remainder of the Assembly meeting
- Safety measures in place at this meeting:
 - Guidelines created and acknowledged by all attendees
 - Screening with questionnaire and temperature checks
 - Masks required at all times
 - Back up masks available in case of lost or damaged masks
 - Social distancing seating and set up at check-in to prevent crowding
 - Sanitization/encouragement of handwashing
 - Sanitizer stations set up by hotel
 - Expectation of vaccination for all attendees
 - Social events not required
 - Reminder signs on display throughout meeting and banquet regarding masking, social distancing, and hand hygiene
 - Colored lanyards to indicate individual's level of comfort with greetings
 - Touchless payment options / touchless check-in
 - ***Enforcing all of the above by RMC members and designated individuals***

Risk Management
Policies...in a Nutshell

- What is Risk Management?
 - Taking appropriate proactive measures to minimize the risk associated with Fraternity activities and to assure the safety and well-being of Members and non-Members interacting with the Fraternity in any way
- Kappa Psi Risk Management Policy Addresses:
 - Alcohol and substance abuse
 - Hazing
 - Human dignity
 - Rushing/pledging
- NO alcohol or substance abuse in association with the Fraternity
- NO hazing
 - **Hazing = forcing physical exercise, causing harm (physical and psychological), degradation, requiring unreasonable amount of time, interfere with academic efforts, cause ridicule, required consumption of anything, illegal activities, activity against one's religious beliefs)**
- NO physical, mental, or emotional harassment/discrimination (verbal/electronic/written) for reasons of race, color, creed, religion, sexual orientation, national origin, age, disability
- NO Member or Pledge shall be required, coerced, forced, or influenced in any way to do anything that would be unbecoming of a Brother of Kappa Psi Pharmaceutical Fraternity, Inc.
 - Rush/pledging
 - Keep it professional and safe since this is a sensitive relationship
 - Always remember and uphold the four pillars - industry, fellowship, **sobriety, and high ideals** during and outside of Fraternity events
- NO inappropriate pictures on social media / internet / publications

Responsibilities of the Chapter

- o No alcohol, no sexism, no obscene or sexual material, no racists/discriminatory pictures, no illegal activities, no profanity, no ritual-related information
- Take appropriate proactive measures to minimize risk i.e. complete **event risk assessments**
 - o Purpose: identify and analyze risks, incorporate measures to reduce risk and liability
 - o Submit to GCD prior to each event
- Annually instruct members and pledges on RM policies and procedures & provide a copy to all
- Ensure each Member and Pledge **signs the acknowledgement form** prior to participating in Chapter activities
- Have a Risk Management committee
- **Keep records of everything**

If Something Goes Wrong...

- Do NOT hide it!
- Notify through proper chain
 - o Chapters -> Regent and GCD
 - o Province -> Satrap and Supervisors
- Kappa Psi Policy and Procedures
 - o <https://static1.squarespace.com/static/59f7a3308dd041e3f78b165e/t/5cb51e170d929765da05afa3/1555373592976/Policy+Manual+2018.pdf>

Resources

- Risk Management Procedures
 - o <http://kappapsi.org/img/uploads/files/Risk%20Management%202016/Risk%20Management%20Procedures%20v1.2016-3.pdf>
- General Info
 - o <https://kappapsi.squarespace.com/risk-management>
- Precautions Chapters can take to minimize safety risks in the setting of the COVID-19 pandemic
 - o Social distancing
 - o Masks
 - o Sanitization/encouragement of handwashing
 - o Encouragement of vaccination
 - o Establish expectations before the event
 - o Follow CDC recommendations and use the CDC readiness planning tool where applicable.
 - <https://www.cdc.gov/coronavirus/2019-ncov/downloads/community/covid19-events-gatherings-readiness-and-planning-tool.pdf>

Risk Management & COVID-19

Alcohol Policy

- Each Chapter, Province and Members shall NOT:
 - o Possess, use, sell or facilitate distribution any non-medical controlled substances or other mind-altering substances
 - o **Possess, distribute, or consume alcoholic beverages on the premises of Chapter or Fraternity function**
 - o Have alcohol or mind-altering substance be the primary focus
 - o **Use Fraternity funds to purchase alcohol**
 - o Encourage drinking games or drinking songs
 - o Advertise alcohol at Fraternity events
 - o Permit mass containers or access to unrestricted alcohol even if brought/paid for by an individual
 - o Rent out an establishment or banquet facility unless a licensed bartender is selling alcohol

Hazing Policy

- o Host any recruitment activity at a tavern
- o Allow prospective members to consume alcohol or mind-altering substances in the scope of Fraternity events or on Chapter premises
- Hazing includes, but is not limited to:
 - o Any form of forced physical exercise.
 - o Any activity that might be expected to cause embarrassment or psychological harm to an individual.
 - o Any activity that might be expected to bring physical harm to an individual.
 - o Any activity that might be expected to degrade or otherwise compromise the dignity of an individual.
 - o Any activity that might be expected to require an unreasonable or inordinate amount of an individual's time, or in any manner impair an individual's academic efforts.
 - o Any activity that might reasonably be expected to make an individual the object of ridicule.
 - o The required consumption of any liquid or solid matter.
 - o Any requirement which compels an individual to participate in any activity which is illegal or contrary to an individual's genuine moral and/or religious beliefs or contrary to the rules and regulations of the educational institution.
 - o Violating any laws, rules or regulations associated with hazing within the jurisdiction where the event is occurring.
- Do not post on social media:
 - o Alcohol in pictures: includes drink containers, drinking games, kegs, clearly intoxicated individual
 - o Sexist photos, sexual material, racist or discriminatory pictures
 - o Obscene gestures
 - o Illegal activities or paraphernalia
 - o Material pertaining to the ritual
 - o Inappropriate comments or
 - o Unprofessional behavior

Picture/Social Media Policy

8:40 AM

Southeast Province Supervisor Report – Dr. Wes Miller & CJ Duru

Meet West (again, and again, and again...)

- Collegiate Life
 - o Fall 2008 Initiate – Gamma Iota, SUNY at Buffalo
 - o Former Satrap of Province V (mostly GLP region now)
 - o Last Supervisor of Province I (NEP)
- Grad Life
 - o Regent of NY Grad
 - o Pledged alpha classes of Zeta Zeta (Touro, Harlem, NY), Zeta Nu (LIU, Brooklyn, NY), and Zeta Pi (St John's, Queens, NY)
 - o GCD of Zeta Zeta
 - o Supervisor of SEP since 2015

New & Improvement Website

- Kappa-psi.com
 - o Letters of Correspondence
 - o Fraternity Policies
 - o Roster Forms
 - o Regalia/Jewelry Ordering Information
 - o Chapter History and Activity Report Forms
 - o Dues Information

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- o Filing Taxes
 - o Local Ordinances Templates
 - o Request for Awards
 - o Other Important Fraternity Information
- Rosters
- Membership Rosters
 - o How Central Office determines your Chapter dues
 - o UPDATE EVERY FALL AND SPRING
- Chapter Officers Addresses
- Chapter Officers Addresses
 - o UPDATE IMMEDIATELY AFTER ELECTIONS
 - Faculty Member Rosters
 - o REVIEW ANNUALLY AND UPDATE PRN
 - o Reach out to any member of the Resolutions Committee
- About Those M-Cards...
- Online Form
 - Every new initiate **must** fill out in order to be recognized as an official Brother
 - \$45 initiation fee must be sent immediately upon completion
 - Brothers will receive their M-Cards in the mail along with a copy of the Constitution and By-Laws
- By-Laws
- Local Chapter Ordinances should be reviewed annually and updated PRN (aim for min. once every 4 years)
 - Updates are submitted electronically to the Grand Counselor for Legislative Committee review
 - Last approved version of ordinances posted on national website
 - Contact the Grand Counselor if you have questions
- Questions?
- Contact Your Supervisor...
 - o Wesley Miller
 - o KYStraightUp@gmail.com
 - o (516) 521-6186

8:50 AM **Fall 2021 Assembly Resolutions Committee – Vice Satrap Dr. Liem Dang**

- How to Send in Resolutions
- Access the following form throughout assembly
 - o <https://forms.gle/fCw48oDysmp5g4zbA>
 - Reach out to any member of the Resolutions Committee
 - By email at cookwd@musc.edu

8:55 AM **Collegiate Chapter Reports I**

- Video Reports
- Iota
 - Gamma Sigma
 - Delta Iota
 - Delta Rho
 - Delta Upsilon
 - Delta Omega

9:15 AM **Province Officer Reports/Announcements – Deferred to online**

Satrap **Dr. Aaron Young**

Officer Charges Update

- Defer full report to online
- Charges are to make sure everyone else is keeping up with their charges

Assembly

- In-person Assembly was a goal for last year with COVID-19, here are back and excited about it.
- Most Satraps get to defer all responsibilities for Assembly to a Chapter. EC was the host Chapter for this year, so all responsibilities fell on me

Vice Satrap

Officer Charges Update

Dr. Liem Dang

- Defer full report to online

Our Committees

- Advisory – Dr. Ravi Bacchus
- Auditing – Dr. Parminder Kaur
- Education/Professional Development – Dr. Mark Nazareno /Ms. Briana Williams
- Finance – Dr. Armando Mieres
- Leadership Development – Dr. Naomi Pierre/Dr. Langeda Bontemps/Ms. Morgan Alvah
- Legislative – Mr. Matt Haas
- Philanthropy – Ms. Iesha Gonder/
Mr. Joseph Ryan
- Collegiate Development – Ms. Cristi Utset/Ms. Aysia Johnson
- Graduate/GCD Development –
Dr. Jose Thompson
- Publications – Ms. Sarah Rowe/Ms. Rachel Callendar
- Risk Management – Dr. Monica Tadros
- Family Inclusion – Dr. Leah Marcelin

Standing Charges

Charge	Status
Collaborate with SEP Committees to develop educational materials as it relates to your officer position	In progress
Attend at least one event (chartering, initiation, Chapter development visit, etc.) for an SEP Chapter that is outside of your home Chapter and report to Brother Secretary	In progress
Monitor, update, and organize officer folder in SEP Google Drive at least quarterly	In progress
Serve as the liaison between the Executive Committee and Committees (including any special Committees created)	In progress
Assist the Satrap in forming and transitioning new Committees and charges	Completed
Hold all Committees accountable for completion of all assigned Committee charges	In progress
Oversee the use of the SEP Public Drive	In progress

Maintain monthly Chapter Regent conference calls as necessary

In progress

Perform duties of the Satrap if for any reason the Satrap is unable to perform the duties of their office

In progress

Secretary

Officer Charges Update

Highlights

Ms. Devi Surajbali

- Defer full report to online
- SEP Google Calendar
- Brother Spotlights

Treasurer

Officer Charges Update

Dr. Armando Mieres

- Deferred to Finance Committee Report

Historian

Officer Charges Update

Goals

Dr. Julie Mavrakis

- Defer full report to online
- Show creativity
- Emphasis on Brother spotlights and career spotlights

Chaplain

Officer Charges Update

Highlights

Mr. Chris Donaldson

- Defer full report to online
- Inventory of Chapter Regalia
- Year-by-year plan of regalia purchasing
- Attended 4 out of 8 Chapter initiations during the term
- Reviewed newest edition of the Ritual manual for Brother Grand Ritualist
- Performed one-on-one Ritual prep with all but one Chapter for initiation
- Completed Province Chaplain manual
- Uploaded and updated Ritual Education slides into the Province Chaplain folder

Parliamentarian

Officer Charges Update

Mr. Matthew Haas

- Deferred to Legislative Committee Report

Newsletter Editor

Officer Charges Update

Ms. Sarah Rowe

- Deferred to Publications Committee Report

Asst. Newsletter Editor

Officer Charges Update

Ms. Rachel Callendar

- Deferred to Publications Committee Report

Webmaster

Officer Charges Updates

Mr. Vincent Huynh

- Defer full report to online

Immediate Past Satrap Report

Dr. Ravi Bacchus

Status of Assigned Charges

- Completed

Crucial Conversations Series

- Conversations we should be having more as a society
- Provided invaluable insight into the struggles the panelists have faced
- Almost 70 attendees
- Raw video can be accessed via the SEP Public Google Drive
- Next forum will focus on discrimination based on gender and sexual orientation

SEP Fantasy Football League Fundraiser

- Raised **\$500** towards SEP reimbursement fund for 2022 GCC
- Last year raised **\$500** towards two SEP Committees:
 - **\$250** will go towards the Collegiate Development Committee to be allocated for Chapter visitation expenses
 - **\$250** will go towards the Leadership Development Committee to be allocated for Leadership Retreat expenses
- Current standings:
 - 1st – Jose Tamayo
 - 2nd – Matt Doenges
 - 3rd – Khai Ho

9:45 AM

Collegiate Chapter Reports II

- Iota
- Gamma Sigma
- Delta Iota
- Delta Rho
- Delta Upsilon
- Delta Omega

10:00 AM

Province Committee Reports/Announcements

Advisory Committee

Chair: Dr. Ravi Bacchus

- Thank you for your unwavering dedication to the endeavors of the Province
 - Members:
 - Aaron Young (Satrap)
 - Liem Dang (Vice Satrap)
 - Cesar Redaja Jr.
 - Christopher Winslow
 - Leah Marcelin
 - Harry Marcelin
 - Jennifer Duncan
 - Keon Thomas
 - Marvin Smith
 - Monica Tadros
 - Naomi Pierre
 - Samantha Schmidt
 - Saswat Kabisatpathy
 - Shannon Usztok
 - Timmy Do
 - Defer to online report

Auditing Committee

Chair: Dr. Parminder Kaur

Members

- Keon Thomas (Graduate Advisor) Samantha Schmidt, Natalia Hurtado, Jacqueline Nguyen, Brandon Bryant, Mitesh Patel, Olga Trejos Kweyete

Charges

- Audit any individual or group who possess SEP funds or property as requested by the SEP Executive Committee - **Not requested by SEP EC**
- Perform an audit of all hosting chapters' reports (all invoices, receipts, bank statements, and any other monetary expenses) for respective Assembly planning and present to the SEP within 30 days after the end of an Assembly
 - Fall 2021 Assembly Audit - **Auditing pending**
- Perform an audit of the treasurer's bi-annual report (all invoices, receipts, bank statements, and any other monetary expenses) and present to the SEP within 30 days after the end of an Assembly
 - Fall 2021 Treasurer Audit - **Audit pending**

Education/Professional Development Committee Members

Chairs: Dr. Mark Nazareno & Ms. Briana Williams

- Angeleke Vakiaros
- Armando Mieres
- Devi Surajbali
- Makayla Steward
- Marjorie Diaz
- Monika Trejos Kweyete
- Naomi Pierre
- Ryan Persaud
- Sabrina Satchfield
- Steven Guzman
- Victoria Brooks
- Young Baek
- Zeina Eid

Charges

- Plan continuing education (CE) activities at SEP events (e.g. Fall Assembly, Spring Assembly, Leadership retreat, etc.) that are eligible for CE credit in all 50 states
 - **Presented by Dr. Naomi Pierre**
 - **ACPE Accredited!**
- Develop and coordinate professional development activities at SEP Assemblies
 - **CV/LOI Workshop**
 - **How to look good on paper in an increasingly paperless world**
 - **Focus on creating and refining your CV and LOI**
 - **Interviewing Skills Workshop**
 - **How to present yourself during an interview**
 - **Focus on creating your own elevator pitch and opportunities for mock interviews**
- Continue the Province-wide Curriculum Vitae (CV) Review Program
 - **Sign-ups coming soon!**

- Coordinate and facilitate the SEP Professional Mentor Program
 - Matched 38 mentors and mentees!

Finance Committee

Acknowledgement of
Members
Treasurer Charges

Chair: Dr. Armando Mieres

- Aysia Johnson
- Brooke Johnson
- Fayola Robillard
- Jacob Pritchard
- Kimberly Cuttle
- Kristen Cousins
- Liem Dang
- Matt Doenges

Pending Audit

- Within 30 days after 2021 SEP Fall Assembly

Annual Budget: March 2020 - Feb 2021	Description/Notes
\$8,993.54 Balance	Starting amount
-\$500.00 SEP Scholarship Award(s)	Awarded at Spring Assembly
\$8,493.54	
-\$300.00 Miscellaneous expenses	Checks, recognition pins, gift cards, etc
\$8,193.54	
-\$200.00 Leadership Retreat	Prizes at Leadership Retreat
\$7,993.54	
-\$150.00 KW(ber)-Con	Chapter Awards, voting platform, t-shirt design gift cards, etc
\$7,843.54	
-\$550.00 Kappa Psi Leadership Academy	Covers registration for primary and alternate ambassador at \$25/registration
\$7,293.54	
-\$300.00 Collegiate Chapter Development	To be used for food/snacks for visits and potentially travel costs (max: \$100/visit)
\$6,993.54	
-\$550.00 Committee Pooled Budget	\$50 x 11 committees; \$50 per committee, excludes Collegiate Chapter Development
\$6,443.54	
\$225.00 Max net profit pending fundraisers	Shirts
\$6,668.54	
\$2,700.00 Chapter Dues	Estimated incoming dues based on last year rosters
\$9,368.54	
\$1,000.00 Potential New Fundraising Income	Goals for fundraising >\$2000
\$10,368.54 End of term balance	A portion of our funds is planned to be set aside for the upcoming 60th GCC (approx \$4550)

Readiness & Student
Loans

- Thank you for those who attended!

Tax Status

- Southeast Province: Filed
- Awaiting response from Central Office on the tax status of Chapters

Pending Invoices

- 3 Chapters with “past due” invoices to central office
 - Will be working with those Chapters to formulate a plan

2021 Fall Assembly Raffle

- Over \$500 in prizes
 - Two Disney tickets
 - Apple AirPods
 - Google home minis
 - (2) exclusive SEP tumblrs
 - Kappa Psi teddy bear

Brother Donations



Scan. Pay. Go.

SEP 5K Fundraiser

- Expected to take place in the Spring
- Alongside the Philanthropy Committee
- All proceeds will go towards Reach Out and Read

Leadership Development Committee

Dr. Naomi Pierre, Dr. Langeda Bontemps & Ms. Morgan Alvah

Committee Members

- Chair/Co-Chairs: Naomi Pierre, Morgan Alvah, Langeda Bontemps
- Marketing/Graphic Designer: Angie Milla, Shelby Landau
- Secretary/Newsletter Editor: Emilie Thomas
- Head IT: TJ Parkman, Oore Morakinyo
- Debriefing Team: Keegan McCauley, Mitesh Patel
- Grad Committee Advisors: Nicholas Bacon, Marvin Smith, Zachary Usztok

Leadership Retreat

- **Key takeaways from Leadership Development Committee**
 - Utilize the skills, and tools learned during the virtual period to revamp your chapter meetings, events, and future endeavors.
 - Keep yourselves accountable, track of your progress and reassess periodically.
 - Our rushing and pledging process is the foundation of who we are. Make sure your process is crafted to align with the vision and mission of Kappa Psi, and the mission and vision of your chapter.
 - Make sure you are fostering the next generation to be able to do what you do. Make sure you are cultivating them and setting them up for success, so that they are not re-inventing the wheel, but are building upon it and making it better.
 - Your journey after graduation continues as a Kappa Psi Brother. Being an active Grad Brother looks like many different things. It looks like putting together a presentation on something you're good at, it looks like joining a committee, it looks like running for a province position, or for GCD, it looks like attending your local collegiate chapter meetings or pledging meetings, it looks like being a mentor.

Special Thank Yous

- Shannon Usztok, Marvin Smith, Monica Tadros, Jose Thompson, Jeremiah McKinley, Armando Mieres, Nicholas Bacon

Next Project

- The committee will be working on developing the foundation for a curriculum for a longitudinal program for a leadership training series

Thank You

- Thank you to my committee members!

Legislative Committee

Committee Charges
Update

Chair: Mr. Matthew Haas

- Defer to Legislative Proposals and Online Report

Philanthropy Committee

Chapter Projects

Chairs: Ms. Iesha Gonder & Mr. Joseph Ryan

- Zeta Delta
- Delta Omega
- Epsilon Mu
- Iota
- Gamma Sigma

National Philanthropy
Project

- Reach Out And Read
- The winner is...

Thank You

- Thank you for allowing us to serve our Province! PTBYB!

Collegiate Development

Committee
Progress

Chairs: Ms. Cristi Utset & Ms. Aysia Johnson

- Coordinate Chapter visits to assess and assist with any potential areas of improvement for each Collegiate Chapter
 - In progress
 - Please reach out to Cristi Utset at (305)582-0833 or cristinadutset@gmail.com if you would like the CDC to schedule a visit to your chapter. Please address any areas that the chapter needs assistance in so that we can plan accordingly.
- Develop, update, and distribute any Province development presentations in the SEP Public Drive
 - PowerPoints have been uploaded to SEP Public Drive under Chapter Workshop PowerPoints
 - If there are any topics that your chapter needs help with, please reach out to Cristi Utset
- Develop pledge programming during Assemblies at which pledges are present
 - Complete
- Assist SEP Chapters in completing the National and SEP Chapter progress report forms prior to the respective deadlines
 - In progress

Graduate/GCD

Development Committee
Charges

Chair: Dr. Jose Thompson

- Assist graduating Brothers with transitioning into Graduate Chapters
 - Creating a Stepwise process where the collegiate chapter forwards information of graduating brothers
- Encourage Graduate Chapter utilization of the Graduate Chapter manual

- o In Progress: Creating 1-page document of main areas from Grad Chapter Manual
- Promote Graduate presence and involvement in pharmacy-related political and legislative matters
 - o In Progress: Introduce a forum for Grad Chapters to meet with collegiate chapters prior to legislative days to go over practice specific legislation
- Report an up-to-date list of Chapter GCDs to Brother Secretary
 - o In Progress: 85 % complete
- Develop and present a GCD workshop or webinar
 - In progress
- Plan a forum at Assemblies for SEP GCDs as well as maintain an online platform for SEP GCDs to communicate and exchange ideas throughout the year
 - Forum will be GroupMe since so familiar within the SEP and GCD's will be added as the list gets fully updated

Publications Committee
Updates

Chair/Co-Chair: Ms. Sarah Rowe & Ms. Rachel Callendar

- Previous: Published 2021 Summer Insert
- Upcoming: Fall/Winter 2021 Insert
 - o Showcasing hobbies and talents
 - o Rush, pledging, new brothers
 - o Philanthropy events
 - o Year in review
 - o Holiday highlights

Risk Management Committee
Status of Charges

Chair: Dr. Monica Tadros

- **Develop a Risk Management Presentation to be given at Assembly - Completed**
- i. **Coordinate with Chapters in SEP to ensure compliance with National Risk Management policies and risk management documents - Completed**
 - o Risk Management Event Risk Assessment forms and Risk Management Policy Acknowledgement Forms made ELECTRONIC via Google form and shared with SEP on October 6th
- **Collaborate with the hosting Chapter to mitigate all risks and enforce the Fraternity's Risk Management Policy at all Assemblies and Province-related events - In Progress**
 - o Risk Assessment completed by RM Committee Member Chad Bonincontri in collaboration with SEP EC for Fall Assembly
 - o Safety guidelines created and shared with SEP in preparation for first in-person event since the onset of COVID-19 pandemic
- **Review SEP Publications and assist the SEP Executive Committee with maintaining compliance with the picture policy - In Progress**
 - o In progress as publications/posts are released and committee members continue to monitor Facebook and Instagram posts and pictures

COVID-19 Province Safety Guidelines

- Created by RM Committee & reviewed by AC, and approved by EC
- Sent out via email and available in Assembly Google Drive - **please review them in entirety**

COVID Safety during Assembly

- Recap of safety measures in place at this meeting and for future Province Events (may change based on most updated CDC recommendations)
 - Masks mandated
 - Social distancing enforced
 - Sanitization stations
 - Expectation of vaccination for attendees
 - Screening procedures
 - Colored lanyards to indicate level of comfort with close contact
 - Social events not required
 - Reminder slides about masking, handwashing, social distancing on display
- Zero tolerance policy
 - Failure to comply will result in immediate dismissal from Assembly

Coming Up....

- Following up on submitted documentation from SEP Chapters
 - RM Policy Acknowledgement Forms
 - Event Risk Assessments – PRN
- Spring Assembly Risk Assessment

Family Inclusion Updates

Chair: Dr. Leah Marcelin

- Coordinate childcare at Province Assemblies – ON HOLD
- Create a registry of Brothers willing to participate in childcare activities within the geographic vicinity of each Collegiate Chapter in the Province – ON HOLD
- Plan activities geared towards significant others and children at Province Assemblies – ON HOLD
- Plan family inclusion activities outside of Province Meetings – ON HOLD

10:30 AM

Graduate Chapter Reports

Videos

- Charleston Grad (no video)
 - Has been doing a lot of piggybacking with Iota for events
 - Formal event in the spring that was very successful
 - For this Province meeting, Grads have donated around \$1500+ for Collegiates and Pledges to help attend meeting
- Gainesville Grad
- Jacksonville Grad
- Orlando Grad
- Savannah Grad
- Southeast Florida & Bahamas Grad
- Tampa Grad

10:50 AM

Reading of Legislative Proposals – Parliamentarian Mr. Matthew Haas

Apology

- “My apologies for sending proposals prior to sending them to relevant Committees. It has since been sent appropriately.”
- House Rules sent out will be in effect

Proposal I

-
- o 66% to suspend house rules
- Proposal II
- No current legislation in the books regarding COVID-19 pandemic circumstances
- Proposal III
- Parliamentary procedure for emergency meetings
 - Regarding official electronic meetings

10:55 AM **“Pledging From the Other Side” – Dr. Marvin Smith**

12:11 PM **Session Adjourned**

12:12 PM **Lunch**

- Chapter sales
- Committee Showcase
- Pledge Mixer

12:48 PM **Roll Call ((Present (P); Absent (A)))**

Collegiate Chapters

- Iota – P
- Gamma Sigma – P
- Delta Iota – A
- Delta Rho – P
- Delta Upsilon – P
- Delta Omega – P
- Epsilon Eta – P
- Epsilon Mu – P
- Zeta Gamma – P
- Zeta Delta – P
- Zeta Phi – P

Graduate Chapters

- Charleston Grad – P
- Gainesville Grad – A
- Jacksonville Grad – P
- North Florida Grad – A
- Orlando Grad – P
- Savannah Grad – P
- Southeast Florida/Bahamas Grad – P
- Tampa Grad – P

Province Officers

- Satrap – Dr. Aaron Young – P
- Vice Satrap – Dr. Liem Dang – P
- Secretary – Ms. Devi Surajbali – P
- Treasurer – Dr. Armando Mieres – P
- Historian – Dr. Julie Mavrakis – P
- Chaplain – Mr. Chris Donaldson – P
- Parliamentarian – Mr. Matt Haas – P
- Newsletter Editor – Ms. Sarah Rowe – P
- Assistant Newsletter Editor – Mrs. Rachel Callendar – A
- Webmaster – Mr. Vincent Huynh – P
- Assistant Webmaster – Mr. Alex Shantiai – P
- Immediate Past Satrap – Dr. Ravi Bacchus – P

Supervisors

- Province Supervisor – Dr. Wes Miller – P
- Assistant Province Supervisor – Dr. CJ Duru – P

International Officers

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

12:50 PM

Legislative Proposals – Mr. Matthew Haas (See Appendix A)

Proposal 1.

Amendment to Ordinance
6, Section 3, “Election
Policy”

- Legislative Committee recommends adoption
- Floor open for discussion
 - Floor moved to close discussion
 - Seconded
 - Aye’s have it
 - Discussion closed

Proposal 2.

Amendment to Ordinance
4, Section 2, “Emergency
Meetings”

- Motion to adopt legislation
 - Seconded
 - Aye’s have it
 - Legislation passes
- Floor open for discussion
 - Dr. Dave Cook
 - Act of God is limiting - who decides that?
 - Language should be changed to unforeseen circumstances
 - Lockdown isn’t act of God
 - Dr. Amanda Winslow
 - Act of God is defined as uncontrollable event
 - Lockdown was due to COVID-19 which was an uncontrollable event
 - Dr. Zack Usztok
 - Roberts’ Rules is ongoing issue for entire organization
 - Guidance on verbiage given from Grand Counselor
 - Could just be a simple policy in the by-laws
 - Wording has no insight from Grand Counselor
 - Dr. Dave Cook
 - Trying to broaden to unforeseen circumstance with current verbiage
 - Dr. Marvin Smith
 - Executive Committee should have ability to assess situation and make a decision
 - Make it broad to prevent having to figure out what is an act of God
 - Act of God “determines there to be a hazard to the safety”
 - Motion to accept proposed changes
 - Seconded
 - Floor opened for discussion on proposed amendment

- Motion to close discussion
 - Seconded
 - Aye's have it
 - Discussion closed

- Vote to accept changes
- Motion to close vote
 - Seconded
 - Aye's have it
 - Discussion closed
- All in favor of enacting policy as written
 - Aye's have it
- Legislation passes

Proposal 3.
Amendment to Ordinance
11, Section 2, "Official
Electronic Meetings"

- Floor open for discussion
 - Dr. Amanda Winslow – Legislative Committee
 - When passing things – there isn't enough time to discuss in legislative sessions
 - If we have stuff that needs more discussion, and we didn't have time, it keeps getting pushed back
 - Put into place for it to be specifically written
 - Part of how we set up executive board with only 2 people per chapter is to have full representation from all Chapters
 - Want discussion about re-visiting because it's been tabled multiple times
 - Marvin Smith – SEFLB
 - Proposed changes do nothing to change the content of proposal
 - Change being proposed is to take something in By-Laws requiring full-house vote
 - If a policy by Legislative Committee is no different from By-Laws, is asking to remove power from delegates and place solely in the Executives
 - Understanding nature of Executives
 - We retain 30-50% from committee to committee
 - Asking people running in election to determine how election should be run
 - Has been on agenda for 7 years with small changes
 - Issues that involve elections don't involve process, we need more involvement
 - Yield time to speaker by GNV grad
 - "If it's working, why are we trying to fix it?"
 - If delegates discussed and want to change something in bylaws, they can bring to leg committee and then to floor of Province
 - Shouldn't
 - Point of clarification
 - Policies can be amended by body
 - Dr. Amanda Winslow – legislative committee
 - Didn't amend policy yet because didn't want to have policy and then change it. Didn't want
 - Want to fix then make it a policy

- Theoretically, would bring vote to body so they have a say and aren't bound to setup of read now and vote later
- More fluid than trying to pass legislation
- Voting on whether it should be a policy
- Tyler Palmer Zeta Delta
 - Preservation of democratic process – how does Executive Committee plan to amend policy moving forward in future?
 - Set precedent to be voted on by body moving forward?
 - Policy can be voted on by Executive Committee with simple majority then go out to province then at assembly body can edit
- Dr. Dave Cook
 - 100% taking power from Province and giving it to Executive Committee
 - Problem is that Executive Committee can do it without anyone else's input
 - This is included in By-Laws of International Executive Committee because it dictates the future of our Province
 - We just passed a By-Law to allow us to have emergency session within 2 weeks
- Dr. Zack Uzstok – JAX Grad
 - We trust the Executive Committee to run province between Assemblies
 - Benefit – certain things enumerated by By-Laws or amount of time needed to publish Insert or submit things to Insert...usually reasoning for not having these things in ordinances
 - Executive Committee wouldn't be able to change ordinances and get away with it
 - If trusting Executive Committee to be responsible for Province in between Assemblies
 - Clarification – 5 submissions reference nominations, not elections
- Dr. Michael Carulli Orlando Grad
 - Rising in opposition because favorable of Legislative Committee taking recommendations from Brothers, Delegates, etc instead of making it a policy
- Motion to call to question
 - Close discussion
 - Seconded
 - Discussion has been closed
 - Moving Legislative ordinance to policy
 - Motion does not pass
 - Next 5 motions are negligible
- Motion to close legislative session
 - Seconded
 - Ayes have it
- Legislative session closed

1:18 PM

New Business

- None

1:20 PM

For the Good of the Order

Dr. Amanda Winslow

- “There’s an open spot for the tailgate in Jacksonville. The BBQ will be catered at noon. It’s lots of fun. If you’re interested, find me or Jenna.”

Dr. Marvin Smith

- “On March 5th 2022, Gamma Psi is holding a banquet and roast to celebrate its 25th year in the Fraternity. Tickets are \$155. The benefit is you get to hear roasts about me. It will be a good time. It’s in Atlanta, GA. This is the one time you’ll get to see me on stage for 2 hours and not say anything. The money is going toward a scholarship fund in my name for the Chapter. Please reserve early.”
- “During the weekend of MLK, Gamma Psi will be hosting 60th year of ski trip. If you want to bring your Chapters and Brothers, all are welcome. It’s inexpensive, and food and beer is free.”

Delta Upsilon Delegates

- “We have the Crohn’s & Colitis on November 6th. Details can be found on Facebook.”

Dr. Shannon Usztok

- “Collegiate Chapters are about to have initiations. We want to be there for you guys. Please announce them to the Province so they can attend. Zeta Gamma’s initiation is the weekend of November 13th.”

Zeta Delta

- “We partnered with USF and APhA for the Tampa Bay Heartwalk. If you’re interested in participating, please reach out.”

Satrap Dr. Aaron Young

- “There are 30 extra sandwiches. Please see EC for access. Merchandise sales have been extended through the afternoon and into the reception.”

Dr. Zack Usztok

- “I’m extremely happy to be here with y’all after more than a year.”

1:30 PM

Session Adjourned

1:40 PM

Brother Development Workshops

- Collegiate – Professional/Leadership Development Track
 - o 1:40-2:25PM: Chapter Officer Development – Salon E, F
 - Facilitators: SEP EC
 - Regent/Vice Regent, Parliamentarian/equivalent, Treasurer, Secretary, Historian, Chaplain
 - o 2:30-3:15PM: Professional Success: Curriculum Vitae & Letter of Intent – Salon F
 - Facilitators: SEP Education/Professional Development Committee
 - *Pledges welcome to attend*
 - o 3:20-4:05: Speed Interviewing Workshops – Salon F
 - Facilitators: SEP Education/Professional Development Committee
 - *Pledges welcome to attend*
- Graduate Track
 - o 1:50-2:50 PM: Continuing Education: “Vitamin C in Sepsis Management: The Great Debate”
 - Presenter: Dr. Naomi Pierre, PharmD
 - Location: Magnolia Room, 2nd floor

- o 3:00-4:00 PM: “Engaging Grad Brother Families” – Salon E
 - Facilitators: Family Inclusion Committee
 -

4:45 PM

Grad Networking Social (Oak Tree Lounge, Embassy Suites USF)

6:00 PM

Dinner Reception – Salon E, F

Awards/Recognitions

- 10th Assembly Pins
 - o
- Recognition Pins
 - o Dr. Naomi Pierre
 - o Dr. Monica Tadros
 - o
- Chapter Awards
 - o Industry Award – Epsilon Eta
 - o Sobriety Award – Zeta Gamma
 - o Fellowship Award – Zeta Gamma
 - o High Ideals Award – Zeta Delta
 - o Chapter of the Year Award – Epsilon Mu

2022 Zeta Phi Promo

- https://drive.google.com/file/d/1g7_aycjGDKGaWomVrpoUgE86QVUIx06s/view?usp=drivesdk

8:00 PM

Assembly Adjourned

Closing Ritual

Reported by Satrap Dr. Aaron Young

Appendix A

LEGISLATIVE PROPOSAL 1

Ordinance VI
Section 3

Original Legislation:

Nomination and election of Province Officers shall occur according to the following procedures:

- i. Nomination of Province Officers shall begin at least 90 days and close 45 days prior to the meeting date of the Spring Assembly. Election of Province Officers shall occur at the Spring Province Assembly.
- ii. Any Chapter may nominate for any or all of the Province Officers from opening of

nominations. Only the Regent or Secretary may submit nominations on behalf of a Chapter. Nominations may only be submitted for candidates who have met the eligibility criteria defined later in this section.

- iii. The Satrap or Vice Satrap shall confirm receipt of the nomination within 2 business days of receiving the nomination. The Satrap or Vice Satrap shall notify each Member of the office for which nominated. The nominee shall have 3 business days to respond whether they accept or decline the nomination. If there is no response after 3 business days, the nomination is considered withdrawn. The nominee becomes a candidate for office only upon acceptance of nomination for that office.
- iv. All nominations shall be made in the above manner except when at the time of balloting there are no nominees or only one (1) nominee on the ballot. In such instances, and no other, nominations may be made from the floor of the Assembly.
- v. To be eligible for nominations as a Province Officer, a person shall be a Member in good standing of a chapter within the province and have paid Collegiate or Graduate assessment dues for the year including the Province Assembly. Collegiate candidates for office shall not be on academic probation as defined at their college/school of pharmacy. No candidate may be nominated for more than 2 (two) province positions during the course of each election.
- vi. Electronic voting may be permitted, provided the system is secured and can maintain the secrecy of the ballot. All candidates shall be present in order to be balloted on. Absence by any candidate shall serve as withdrawal of their nomination – without expressed, pre-approval by the executive committee for extenuating circumstances.
- vii. Paper or electronic ballots shall be managed by the Province Supervisor, Assistant Supervisor, and/or tellers appointed by the Satrap. The supervisors or tellers shall determine the number of votes for each candidate, report same to the Satrap who shall then report same and announce the results to the Province.

Proposed Change:

SEP election process is outlined in “SEP Election Policy”

- ii. ~~Nomination of Province Officers shall begin at least 90 days and close 45 days prior to the meeting date of the Spring Assembly. Election of Province Officers shall occur at the Spring Province Assembly.~~
- ii. ~~Any Chapter may nominate for any or all of the Province Officers from opening of nominations. Only the Regent or Secretary may submit nominations on behalf of a Chapter. Nominations may only be submitted for candidates who have met the eligibility criteria defined later in this section.~~
- iii. ~~The Satrap or Vice Satrap shall confirm receipt of the nomination within 2 business days of receiving the nomination. The Satrap or Vice Satrap shall notify each Member of the office for which nominated. The nominee shall have 3 business days to respond whether they accept or decline the nomination. If there is no response after 3 business days, the nomination is considered withdrawn. The nominee becomes a candidate for office only upon acceptance of nomination for that office.~~
- iv. ~~All nominations shall be made in the above manner except when at the time of balloting there are no nominees or only one (1) nominee on the ballot. In such instances, and no other, nominations may be made from the floor of the Assembly.~~
- v. ~~To be eligible for nominations as a Province Officer, a person shall be a Member in good standing of a chapter within the province and have paid Collegiate or~~

~~Graduate assessment dues for the year including the Province Assembly. Collegiate candidates for office shall not be on academic probation as defined at their college/school of pharmacy. No candidate may be nominated for more than 2 (two) province positions during the course of each election.~~

- vi. Electronic voting may be permitted, provided the system is secured and can maintain the secrecy of the ballot. All candidates shall be present in order to be balloted on. Absence by any candidate shall serve as withdrawal of their nomination – without expressed, pre-approval by the executive committee for extenuating circumstances.
- vii. Paper or electronic ballots shall be managed by the Province Supervisor, Assistant Supervisor, and/or tellers appointed by the Satrap. The supervisors or tellers shall determine the number of votes for each candidate, report same to the Satrap who shall then report same and announce the results to the Province.

Rationale:

As we ebb and flow as a province there have been moments when we have needed stricter election rules due to increased interest in holding a position, while currently it feels like we have a decreased interest in elections. This flow has caused elections to be longer/more complicated than necessary. The Legislative committee has suggested moving the nomination and election process part of our ordinance to a policy to allow for easy adjustment as the province finds necessary. It does not feel right to try and edit election ordinances at the spring assembly, due to the elections being right after the business meeting. This leaves us with only one assembly to make necessary changes.

Submitted By: The SEP Legislative Committee

The Legislative Committee DOES recommend for adoption based.

Result: Proposed change accepted, Legislation carries.

LEGISLATIVE PROPOSAL 2

Ordinance IV
Section 2

Original Legislation:

Section 2. No additions to By-Law XII, Sec 2 of the Uniform Province By-Laws.

Proposed Change:

Section 2. **At the discretion of the Southeast Province Executive Committee, an emergent legislative change may be sent out to all Chapters for review, discussion, and voting. The Legislative proposal(s) must be sent out with no less**

than two weeks' notice with the date, time, and location of the meeting. No business other than that stated in the communication may be discussed at the meeting.

Rationale: The Covid-19 pandemic exposed some vulnerabilities in our ability to conduct business during unique circumstances. With the addition of legislation of this nature, if necessary, we would be able to conduct business and make any changes. Currently with only two business meetings, we are at limited on time sensitive decisions that are not appropriate for the EC to make on their own, such as adding legislation to hold electronic business meetings.

The Legislative Committee DOES recommend for adoption based on proposed changes.

Result: Proposed change accepted, Legislation carries.

LEGISLATIVE PROPOSAL 3

Ordinance 11
Section 2

Original Legislation:

Ordinance 11. Parliamentary procedure

Addition of a Section 2

Proposed Change:

Section 2. In the event that the Southeast Province is unable to meet due to an act of God that the executive committee determines to be a hazard to the safety of the Brothers of the Fraternity, the Province may hold its next scheduled Assembly digitally with all rules and regulations as stated in the "Digital Meeting Policy".

Rationale:

To make our digital meetings legal per Robert's Rules.

The Legislative Committee DOES recommend for adoption based on proposed changes.

Result: Proposed change accepted, Legislation carries.

Appendix B

Fall Assembly 2021 Resolutions

Committee: Dr. Dave Cook and Dr. Jeanna Kett

- Whereas, the hosting of a Southeast Province Assembly requires extensive planning, communication, and financial investment; be it resolved the Southeast Province extends its gratitude to the Executive Committee for planning and executing a successful Assembly despite not having a specific Chapter to host such an Assembly.
 - *The Committee recommends adoption*
 - ***Resolution passes***
- Whereas, the continued excellence of our Province and Fraternity is reliant on the hard work of our Brothers; be it resolved that the Southeast Province recognizes the hard work of Satrap Aaron Young, the entire Executive Committee and Committee members without which this Assembly could not have been possible.
 - *The Committee recommends adoption*
 - ***Resolution passes***
- Whereas, the landscape of our profession has been everchanging with the COVID-19 virus, be it resolved that many thanks are given to Monica Tadros and the Risk Management Committee for keeping us safe so that we can be the first Province to come back to Assembly in person successfully.
 - *The Committee recommends adoption*
 - ***Resolution passes***
- Whereas, COVID-19 has provided unique challenges and whereas the Southeast Province Committees has had to adopt to unique practice settings; be it resolved that the Southeast Province is thankful for the work that Monica Tadros and the Risk Management Committee have done on their creation and adoption of the Province Assembly COVID-19 guideline.
 - *The Committee recommends adoption*
 - ***Resolution passes***
- Whereas, the attendance of Brothers from outside our Province furthers our fraternal bonds and exemplifies Fellowship; and whereas, these Brothers often travel from far away at their own expense; be it resolved that the Brothers of the Southeast Province thank the visiting Brothers for their attendance and invite them to return to our Province in the future.

o *The Committee recommends adoption*

▪ ***Resolution passes***

- Whereas, the dedication and the time spent ensuring the Chapter events are well documented; be it resolved that gratitude is given to Maddie Kelley and all the hard work she has put in for Gamma Sigma and creation of the awesome video.

o *The Committee recommends adoption*

▪ ***Resolution passes***

- Whereas, the meaning of Brotherhood within Kappa Psi is solidified in mentorship; be it resolved that many thanks are given to Brother Dr. Jose Thompson for being so active over the years and providing so much guidance to Delta Upsilon.

o *The Committee recommends adoption*

▪ ***Resolution passes***

- Whereas attendance at your first Assembly; be it resolved that Jacksonville Grad Chapter is proud of the Zeta Gamma Chapter for ensuring that all seven of their Pledges are present at this Assembly.

▪ *The Committee recommends adoption*

• ***Resolution passes***

- Whereas, involvement at a Collegiate level is critical for a successful Chapter, be it resolved that Nikki Chilson, a Graduate Brother from Delta Upsilon is proud of Delta Upsilon for having all Collegiate Brothers in attendance at this weekend's Assembly.

o *The Committee recommends adoption*

▪ ***Resolution passes***

- Whereas, attending Assembly as a Pledge can feel intimidating; be it resolved we are proud of Iota, Delta Upsilon, Zeta Delta, and Zeta Gamma Chapters for bringing Pledges to Province Assembly this weekend.

o *The Committee recommends adoption*

▪ ***Resolution passes***