



Kappa Psi Pharmaceutical Fraternity, Inc.
Mountain East Province - Executive Committee

Satrap
Vincent Knect

| Charge | Status | Comments |
|---|-------------|--|
| Committee Assignments | Complete | Assigned Brothers of MEP to respective committees based on interests and needs |
| Province Officer/Chair Guide | In-Progress | Outlining the roles and responsibilities for province executive committee members and province committee chairs to help with transitions |
| Satrap Drive/Box Clean Up | In-Progress | |
| Executive Committee Planning/Charges | Complete | Met with each EC member to complete charges and strategies ways to engage the Province |
| Spring Province Planning | Complete | Help advise planning for the Spring Province Assembly as necessary |
| Executive Committee Midpoint Check In | Future | To be completed post Spring Province |
| Executive Committee End of Term Check Out | Future | To be completed pre Fall Province Assembly |
| Fall Province Planning | In-Progress | Helping to advise planning for the Fall Province Assembly |

Chapter Visits and Meetings Attended

| Date | Location |
|---------|------------|
| Ongoing | Beta Kappa |

Respectfully Submitted,
Vincent Knect, PharmD



Kappa Psi Pharmaceutical Fraternity, Inc.

Mountain East Province - Executive Committee

Vice Satrap
Matt Whiteman

| Charge | Status | Comments |
|--|-------------|--|
| MEP Officer Guide Update | Complete | Outlining the roles and responsibilities for province executive committee members and province committee chairs to help with transitions |
| Implement Province Planning Committee | Complete | -First two assemblies went well -Set roles and incorporated feedback -Goal to create task-list tracker to be used internally by the committee |
| Prepare future chapters for in-person assemblies | Complete | - Epsilon Nu unable/unwilling to host Spring 2024 Assembly. Final vote finalized by Epsilon Nu chapter. - Discussions started with Zeta Kappa for Fall 2024 Assembly planning. - Keep an eye out for registrations and communication |
| GCD Discussion Board | In-progress | Creating centralized place for GCD's to post questions, share ideas |

Chapter Visits and Meetings Attended

| Date | Location |
|---|---|
| Monthly | Beta Eta |
| Spring & Fall 2023; Virtual meetings | Epsilon Omicron virtual with GCDs/Faculty Advisor |
| Summer 2023; virtual | Zeta Kappa; with Regent |

Announcements

- Spring Assembly will be organized by the MEP Assembly Planning Committee in conjunction with the MEP Executive Board. Conversations were had at length with the original host chapter about hosting the assembly and the decision was made to skip said chapter. This decision was made based on host chapter vote and concerns of lack of support on the ground. Additionally, finding a venue was proving difficult.
 - Decision of new location will be based on the best interest of the entire province, including but not limited to, location, timing, and organizational capabilities.
- Registration Etiquette
 - Please pay attention to the registration form questions to avoid incorrect answers and subsequently more work for the host chapter to clarify mistakes.
- Upcoming assemblies
 - Mountain East - Location TBD (Spring 2024)
 - Zeta Kappa (Fall 2024)
 - Delta Epsilon (Spring 2025)

Respectfully Submitted,
Matt Whiteman, PharmD, BCPPS



Kappa Psi Pharmaceutical Fraternity, Inc.
Mountain East Province - Executive Committee

Secretary
Hunter Curry

| Charge | Status | Comments |
|----------------------------------|----------|---|
| Delegate Forms | Complete | Chapter delegate forms were sent and collected one month prior to the assembly (Fall 2022 and Spring 2023) |
| Assembly Meeting Minutes | Complete | Revised the meetings minutes and presented them to the Province for review (Fall 2022 and Spring 2023) |
| Raffle Baskets | Complete | Coordinated with Collegiate Chapters to provide raffle baskets to benefit Reach Out And Read (Fall 2022 and Spring 2023) |
| Google Group / Listserv | Complete | Verified that all chapter emails and chapter officers are signed up to receive emails to ensure effective communication |
| Google Forms as Voting Ballots | Complete | Created an anonymous, electronic method for voting if needed during the assembly (Fall 2022 and Spring 2023) |
| Annual EC and Committee Reports | Complete | Created standardized report templates for each Executive Committee member and Committee Chairs to consolidate all charges |
| Assembly PowerPoint Presentation | Complete | Created the assembly powerpoint presentation and collaborated with the Executive Committee and Committee Chairs to complete (Fall 2022 and Spring 2023) |
| Officer Guide | Complete | Created a document that outlines the roles and responsibilities for each Executive Committee members |
| Chapter Contact List | Complete | Maintained an updated list of chapter officers and contact information |
| Planned EC Meetings | Complete | Planning monthly meetings and other meetings as needed |
| Committee Guide | Complete | Create a document that outlines the roles and responsibilities for each Committee Chair |



Kappa Psi Pharmaceutical Fraternity, Inc.
Mountain East Province - Executive Committee

Secretary, Cont.
Hunter Curry

Chapter Visits and Meetings Attended

| Date | Location |
|-------------------|--------------------------|
| Ongoing | Beta Eta |
| Ongoing | Zeta Kappa |
| March 30, 2023 | Delta Epsilon Initiation |
| April 27, 2023 | Beta Kappa P4 Night |
| April 28-30, 2023 | NEP Spring Assembly |
| August 23, 2023 | Epsilon Mu (SEP) |

Announcements

- Delegate forms must be submitted 1 month prior to an assembly. Therefore, please ensure your chapter names your delegates in time so the form can be submitted by the announced deadline
 - Form must be completed even if no one from your chapter is attending the assembly
 - Notify the chapter that you proxy before completing the form
- New Members, Officer Updates, and Roster Modifications (Removal of Brother, Graduation, etc) are to be completed in the [Kappa Psi Portal](#). You no longer need to email Central Office with updates
- Check your chapter email regularly!

Respectfully Submitted,
Hunter Curry, PharmD



Kappa Psi Pharmaceutical Fraternity, Inc.
Mountain East Province - Executive Committee

Treasurer
Michael Hair

| Charge | Status | Comments |
|---|-------------|--|
| Collect 2023 province dues | Complete | All chapters paid on time, no late fees assessed! |
| Relationship with Collegiate Treasurers | Ongoing | Created a GroupMe for all MEP collegiate treasurers for finance-related reminders and to answer any questions |
| Complete Fall 2022 Audit | Complete | |
| File 2022 Province Taxes | Complete | |
| Complete Spring 2023 Audit | Complete | Defer to Finance and Auditing committee |
| Manage budget for Spring 2023 assembly | Complete | Established registration costs based on contract rates and approved additional purchases based on registration |
| MEP Chapter Tax Filing Track Sheet | Complete | Created a way to document chapter tax filing history and due dates to facilitate personalized reminders for each chapter |
| Update Treasurer Transition Guide | Complete | Provided more detail regarding responsibilities and contacts in addition to organizing document folders |
| Issue Reimbursements | In-Progress | Reimbursements issued for national leadership symposium and MEP assemblies to qualifying brothers |

Chapter Visits and Meetings Attended

| Date | Location |
|---------|-----------------------|
| 1/26/23 | Beta Kappa Initiation |
| Ongoing | Delta Epsilon |

Announcements

- Annual Tax Filing
 - Had difficulty making contact with several chapters who missed their deadlines this year
 - It is recommended to assign this task to an elected officer to ensure this charge is completed each year (i.e. regent, treasurer, GCD)
- Annual Province Dues
 - In January
 - Collegiate chapters: \$7 per brother
 - Graduate chapters: \$75 per chapter

Respectfully Submitted,
Michael Hair



Kappa Psi Pharmaceutical Fraternity, Inc.
Mountain East Province - Executive Committee

Chaplain
Maggie Schmidt

| Charge | Status | Comments |
|--|----------|--|
| Spring 2023 Philanthropy | Complete | Pie MEP members in the face to raise money for United Way Mississippi Tornado Relief Fund (Goal as Chaplain was to establish a hands-on philanthropy event to occur during province) |
| Scholarship/Awards | Complete | Worked with the Committee to offer unique awards and scholarship opportunities to individual Brothers and Collegiate Chapters (Spring 2023 and Fall 2023) |
| Rituals/Traditions Workshop | Complete | Presented an interactive workshop during the Spring 2023 Assembly |
| Relationship with Collegiate Chaplains | Complete | Maintained a group chat of Province Chaplains |
| How-to-Province Guide | Complete | Collaborated with the Historian, Webmaster, and Communications Committee (Spring 2023 and Fall 2023) |
| Graduation Ritual | Complete | Spring 2023 |
| Fall 2023 Philanthropy | Complete | Kappa Psi Tie-Dye! Sold shirts and tie-dye kits for Brothers to complete on their own. Proceed benefited Reach Out and Read |
| GCD/Regent Guide | Pass-Off | Created a powerpoint to be distributed to Collegiate Chapters to help orient them to expectations related to assemblies |

Chapter Visits and Meetings Attended

| Date | Location |
|-------------|--|
| Ongoing | Beta Kappa |
| August 2023 | Beta Xi (University of North Carolina) |

Respectfully Submitted,
Maggie Schmidt, PharmD



Kappa Psi Pharmaceutical Fraternity, Inc.

Mountain East Province - Executive Committee

Historian
Macie Bliss

| Charge | Status | Comments |
|----------------------------|----------|--|
| Instagram account | Complete | Accounting for followers, posts, and interactions |
| Group chat with Historians | Complete | |
| "How To" Guide | Complete | Collaborated with the Communications Committee to create a how to province guide for each assembly |
| Tracking MASK Submissions | Complete | Keeping track of Collegiate and Graduate Chapters submissions |

Chapter Visits and Meetings Attended

| Date | Location |
|---------|-------------|
| Ongoing | Beta Eta |
| Ongoing | Delta Kappa |

Announcements

- Turn on notifications for MEP posts
- Keep tagging MEP in posts so we are able to reshare.

Respectfully Submitted,
Macie Bliss



Kappa Psi Pharmaceutical Fraternity, Inc.
Mountain East Province - Executive Committee

Parliamentarian
Michael Amato

| Charge | Status | Comments |
|--|----------|---|
| Rewrite Robert's Rules "cheat sheet" for delegates during province | Complete | |
| Robert's Rules workshop for delegates prior to province | Complete | Would like to hold this meeting before every province to ensure delegates have a proper understanding of RROR prior to attending a province |
| 2022 GCC By-Law and Ordinance update to chapters | Complete | |
| By-Law revision meeting with Legislative Committee | Complete | Will happen each semester to go over any submitted legislative proposals prior to province |
| Write Province Planning Policy | Complete | Written based off of changes to Ordinances from the Spring 2023 Assembly |
| Survey to chapters regarding knowledge of Robert's Rules and educational sessions for chapters | Future | Have reached out to chapters individually to offer assistance with bylaw revisions or Robert's Rules Presentations |

Chapter Visits and Meetings Attended

| Date | Location |
|---------|---------------|
| Ongoing | Beta Kappa |
| Ongoing | Delta Epsilon |

Respectfully Submitted,
Michael Amato



Kappa Psi Pharmaceutical Fraternity, Inc.
Mountain East Province - Executive Committee

Webmaster
Gianna Mejia

| Charge | Status | Comments |
|--|----------|--|
| MEP Website Updates | Complete | Leadership Development Series Flyer & Application Link, Committee Headshot Photos, Spring '23 and Fall '23 Province Registration & Information, etc. |
| Communications Committee + Province Planning | Complete | Province Communications Meeting - Upcoming Province Assembly & Registration Page |
| Chapter Elections | Complete | Update Chapter Executive Board & Contact on Website (Exception of Zeta Kappa Chapter [Roster Last Updated 5/22]) |

Chapter Visits and Meetings Attended

| Date | Location |
|-----------|-------------|
| Ongoing | Sigma |
| Completed | Delta Kappa |

Respectfully Submitted,
Gianna Mejia