



# Phoenix Panhellenic Association

## Council Minutes - September 11, 2017

### Documents Provided via email prior to Council Meeting

- ◆ April 2017 Council Meeting Minutes
- ◆ Treasurer's Report-Revised Proposed Budget
- ◆ Panhellenic Directory 2017-2018
- ◆ Scholarship Application Form

### Call to Order

- ◆ The meeting was called to order Monday, September 11, 2017 at 6:30 pm by Nancy Harris, President.

### Guest Speaker

- ◆ Allison Sorgeloos ΑΓΔ - Director of Women's Leadership, ASU Panhellenic Executive Council spoke about the Pow-HER Women's Leadership Conference at ASU on October 22, 2017, 9:00 am - 3:30 pm on the 2nd floor of the ASU Memorial Union. The conference is open to all women. Register to attend at: <https://bit.ly/registerpowher17>. Phoenix Panhellenic Association will provide a table at the event to promote volunteer opportunities at the Waste Management Phoenix Open and other Panhellenic endeavors. Stacie Garlieb, Collegiate Relations Chairwoman, will take the lead to coordinate participation at this event.

### Welcome

- ◆ Nancy Harris, President, welcomed delegates to the first council meeting of 2017-2018 year and reminded all to silence phones. A moment was taken to remember the men and women who perished on September 11, 2001; American flags were staged on the executive table.
- ◆ Executive Board and Council Members provided introductions which included, name, sorority, university attended, years of service to Phoenix Panhellenic and named an actor they would be interesting in meeting.

### Roll Call

- ◆ Linda Trimpe Wisniowski, Secretary took Roll Call. 33 members present, representing 19 of the 20 active member groups. There was no delegation represented by Alpha Phi. All executive board members present except for Cheryl McNeill, Treasurer.

### Presentation of Minutes from previous Council Meeting - April 2017

- ◆ The minutes from the April 3, 2017 council meeting were approved as presented.

### Officer Reports

**President:** Nancy Harris

*president@phoenixpanhellenic.com*

- ◆ Delegations were welcomed to the 98th year of Phoenix Panhellenic Association.
- ◆ Phoenix Panhellenic Association received the Citation of Merit Award and the Programming Excellence Award from the National Panhellenic Conference (NPC) which will be presented at the November meeting by Linda Purkapile, NPC Area Advisor.
- ◆ Meeting the requirements for the 2017-2019 Harriett Macht Award will be our goal for the next biennium. Phoenix Panhellenic received this award in 2013-2015 and are now eligible to apply.

- ◆ Highlights from Summer Retreat were presented which included team building, goal setting and officer transition for Executive Board and Committee Chairwomen.
- ◆ Expectations of the Council Delegation were briefly summarized to point out the requirements to be in good standing and have voting privileges as stated in Standing Rules 13-14-15.
  - ◆ Attend at least 6 Council meetings, pay dues on time, serve on a committee, and participate in Philanthropic Projects.
- ◆ The Robert's Rules Review included a reminder that all members of a delegation have equal voice during a meeting, however there is only one vote made by the delegate per sorority/ member group.
- ◆ Reminder announced to use individual Executive Board and Committee emails with @phoenixpanhellenic.com for Panhellenic business instead of personal emails which will help to keep information together for future officers.

**Vice President:** Sandra Gocke *vicepresident@phoenixpanhellenic.com*

- ◆ Thank you to our Hostesses ΔΓ, ΣΚ, ΔΖ for providing our Tailgate full of snacks this evening.
- ◆ In preparation for the Celebration of Sisterhood Luncheon, May 5, 2018 at Mesa Country Club, Sandra will host an optional centerpiece craft session after meetings beginning in January.
- ◆ Celebration for Charity will be held December 4, 2017, 6:30 pm, at the Winfield Club House. This event is hosted by Executive Board for the Council delegation as an appreciation event. Alumnae clubs should be collecting stuffed animals for the Annual Teddy Bear Drive.

**Treasurer:** Cheryl McNeill *treasurer@phoenixpanhellenic.com*

*(Report given by Sandra Gocke)*

- ◆ Panhellenic Dues must be paid by September 15, 2017 to avoid delinquent fees which will bill on September 30, 2017.
- ◆ Any requests for reimbursements tonight will be sent to Cheryl and mailed.
- ◆ Treasurer's Report was distributed with Agenda mailing; there were no further questions.
- ◆ Further discussion will occur in Old Business to approve the revised budget. Updates include the official amounts received from the Thunderbirds for the 2017 Waste Management Phoenix Open and a shift of funds between the line items for Celebration of Sisterhood Gifts & Awards and Alumnae Relations Committee.
- ◆ The initial \$25,000 goal for Endowment has been met within two years. Interest is now earned which pays out the scholarship to be awarded in 2020. Endowment balance as of 8/31/2017 is \$25,051. New goal is \$50,000 by 2020. Additional updates will be given in New Business.

**Secretary:** Linda Trimpe Wisniowski *secretary@phoenixpanhellenic.com*

- ◆ Return Name plates and name buttons as you leave the meeting.
- ◆ Sorority Founding Dates for August and September:
  - ◆ 8/30/1912 - ΘΦΑ Theta Phi Alpha, University of Michigan, Ann Arbor MI
  - ◆ 9/18/1872 - ΑΦ Alpha Phi, Syracuse University, Syracuse NY
- ◆ Sunflower Shout-Out! Recognition:
  - ◆ Shout-out to the Executive Board & Committee Chairwoman who worked tirelessly over the summer months to plan for our new Panhellenic year.
  - ◆ Shout-out to the Commitment to Excellence Committee, Anne Osborn ΧΩ, Judi Willis ΑΔΠ & Maryellen Baxter ΣΣΣ. Their time and efforts working over the summer on this committee shall be commended. (from Nancy Harris & Executive Board)
  - ◆ Shout-out to Nancy & Sandra. Thank you for supporting Philanthropic Project's efforts in trying to secure other volunteer opportunities to keep the money coming! (from Philanthropic Projects)

- ◆ Shout-out to all the alumnae that assisted with Recruitment at ASU & NAU!
- ◆ The following correspondence was received and sent since the last meeting:
  - ◆ Thank you notes were received and read from Jennifer Lane, 2017 Woman of the Year; Julie Johnson, NPC delegation for KΔ; Christine Bishop XΩ, scholarship award recipient; Nancy Scotto AΔΠ, scholarship award recipient.
  - ◆ Get well messages were sent to a Panhellenic sister and a special friend of Panhellenic. Sympathy message was sent to Janet Rae Humphrey KΚΓ on the passing of her husband.
- ◆ The website was updated with a Meetings section which now has Bylaws, Directory, Agendas, Minutes and Action Items easily available at your fingertips.
- ◆ Any changes in the delegation or updates for the directory should be emailed to Secretary.

### **Committee Reports**

- ◆ Committee Chairwomen introduced their committee members and provided a brief explanation of their purpose and goals for the year.
- ◆ Email communication will be from the @phoenixpanhellenic.com officer email accounts. Email addresses are listed below within officer reports. All council members should make sure these addresses in their email contacts to avoid any spam issues.

### **Scholarship:** Niki Sams & Christy Robertson Yoder

*scholarship@phoenixpanhellenic.com*

- ◆ Sample Scholarship Application from last year was sent with Agenda items for review. Review and bring suggestions for improvement to October meeting for discussion.
- ◆ Scholarship funding comes from volunteer hours at the Waste Management Phoenix Open concessions and the Phoenix Panhellenic Centennial Scholarship Fund, an endowment established with NPC. The online application is approved by Council in November, applications are due in February, the committee scores and ranks the application which are approved by Council with the award amounts at the April meeting and distributed to recipients at the Celebration of Sisterhood luncheon in May.
- ◆ The Scholarship Committee has deposited \$5,000 annually for the past two years (2016, 2017) to the Phoenix Panhellenic Centennial Scholarship Fund.

### **Collegiate Relations:** Stacie Garlieb

*collegiaterelations@phoenixpanhellenic.com*

- ◆ The Collegiate Relations committee coordinates relationships with Collegiate Panhellenics at ASU, NAU, UA and ERAU to determine ways Phoenix Panhellenic can contribute resources to their success. They also assist potential new members with information about Sorority Recruitment and obtaining references/recommendations.
- ◆ New Sorority Expansion in Arizona
  - ◆ AOP is starting colonization at ASU beginning 9/23/2017.
  - ◆ ΔΦE started colonization at NAU 9/11/2017.
  - ◆ ΑΣΑ has completed colonization at UA.
- ◆ 2017 Recruitment numbers
  - ◆ ASU - Quota 82; Total 228; all but one chapter made quota.
  - ◆ NAU - Quota 52; Total 194; all chapters made quota.
  - ◆ UA - Quota 98; Total 292
- ◆ New relationships:
  - ◆ A relationship has been established with the Phoenix Cotillion, Phoenix Panhellenic has been invited to have a table at their February Fashion Show; approximately 50-75 attend. Building a relationship with the Scottsdale Cotillion.

- ◆ Coconino High School and Flagstaff High School will allow Phoenix Panhellenic tables at their career nights in late fall/early spring. The committee is always looking to build relationships with any high school in our area to spread the word about Sorority Recruitment.
- ◆ More information will be presented at the October meeting regarding staffing the table at the PowHER Conference at ASU on October 22, 2017.

**Philanthropic Projects:** Kim OBrien & Gina Curtis

*philanthropy@phoenixpanhellenic.com*

- ◆ The Philanthropic Projects Committee is responsible to make the money to give away in scholarships. Any suggestions for fundraising opportunities are always appreciated.
- ◆ Website & email program has been merged into [www.phoenixpanhellenic.com](http://www.phoenixpanhellenic.com)
  - ◆ Informational Facebook Group for delegates will have all the updates and resources for Philanthropic Projects [www.facebook.com/groups/PPAdelegates/](https://www.facebook.com/groups/PPAdelegates/). Please join the group.
- ◆ Charles Schwab Cup Championship: November 8-12, 2017
  - ◆ Purchase TICKETS fore CHARITY - \$30.00 general admission, good any day. 100% of proceeds return to Phoenix Panhellenic for scholarship endowment. [www.schwabcuptfc.com/buy-tickets/](http://www.schwabcuptfc.com/buy-tickets/)
  - ◆ Volunteer opportunities available in concessions, hours will count toward WMPO goals.
- ◆ Annual Teddy Bear Drive - Bring new stuffed animals to the Celebration for Charity which will benefit emergency responders in Arizona to comfort children involved in emergent situations. Preferred size is huggable by a child, 12 inch to 18 inch height. Committee is working on additional organizations to support with Teddy Bears.
- ◆ Phoenix Panhellenic can earn sales percentages from AmazonSmile. Shop with the link <https://smile.amazon.com> and select Phoenix Panhellenic Association.
- ◆ Waste Management Phoenix Open: January 29-February 4, 2018
  - ◆ Chairwomen met with the Thunderbirds, tournament continues to grow with bigger grandstands and many upgrades. The Thunderbirds do listen to Panhellenic feedback and suggestions for improvement of the volunteer experience.
    - ◆ Panhellenic volunteer registration should open November 1, 2017. Stay tuned for updates. Schedules will be similar as in past years. Panhellenic continues to have big needs on Sunday and working on incentives. Last year over \$21,000 of food was donated to area food banks.
  - ◆ It's not too early to reach out to alumnae, friends and corporates about this volunteer opportunity. Delegations must look beyond their small groups.
    - ◆ Committee is trying to obtain area contact lists from Inter/national organizations to secure additional volunteers that may not be active in alumnae clubs.
    - ◆ Relationships have been formed with Intel, APS, Humana to share this opportunity with their staffs.
- ◆ The ROJO opportunity to volunteer in concession stands at University of Phoenix Stadium has been reviewed and it was determined that due to insurance requirements of volunteer organizations, Panhellenic should not proceed with volunteer efforts at this time. The cost to purchase additional insurance with adequate liquor liability would cost approximately \$1,600-\$2,000 which has not been budgeted and would most likely exceed proposed earnings. Phoenix Panhellenic Association is covered under the umbrella policy of NPC, however, liquor liability is not included in their coverage.
- ◆ Philanthropic Projects Committee is looking for future chairwomen to step up and lead beginning in 2019-2020. The 2018 WMPO is a great training ground to see if this position

could be a good fit. Chairwomen are required to be available onsite the entire week of WMPO and have a multi-year commitment to the position. Other leadership positions also available.

**Alumnae Relations:** Anne Osborn & Patricia Reed

*alumnaerelations@phoenixpanhellenic.com*

- ◆ The Alumnae Relations committee oversees the application process for the Woman of the Year Award and fosters relationships with alumnae clubs to promote their activities which are open to all Panhellenic member groups.
- ◆ Applications for Women of the Year will be presented for review at the October Council meeting. The committee is looking at making updates which may include a second emerging leader award, clarification of letter of support and nomination process, and revision of the point system.
- ◆ Alumnae clubs with events open to all Panhellenic members can be promoted at Panhellenic meetings and through social media resources. Newsworthy items and event photos are always appreciated.
- ◆ The committee is working on an All-Panhellenic team building event for the spring and having chair yoga at a future meeting.

**Media Relations:** Leslie Marshall & Amanda Diaz

*media@phoenixpanhellenic.com*

- ◆ The Media Relations committee is responsible for maintaining Phoenix Panhellenic social media resources and distribution of the quarterly newsletter. Submittal of information and photos is greatly appreciated and all are encouraged to like and share postings.
- ◆ The Phoenix Panhellenic Facebook page, our key media, had over 10,000 reaches this summer!
- ◆ Executive Board and Committee Chairwomen will be profiled in the coming year.
- ◆ Newsletter will be distributed quarterly in October, January, March and May. Encourage delegations and other sorority members to subscribe.

**Centennial Committee:** Sara Mayer & Lyn Ambrose

*centennial@phoenixpanhellenic.com*

*(Report given by Nancy Harris)*

- ◆ The committee is working to plan the Phoenix Panhellenic Centennial Celebration of Sisterhood in May 2020. Suggestions are always welcome.

**Unfinished Business**

- ◆ The 2017-2018 Revised Budget was reviewed which includes the updated earnings from the 2017 Waste Management Phoenix Open, as well as a transfer of funds from the Celebration of Sisterhood Gift & Awards budget to the Alumnae Relations budget.
  - ◆ A motion to accept the revised budget with the highlighting removed from the document was proposed by Patricia Reed ΑΞΔ and seconded by Stacie Garlieb ΚΔ. The motion passed.
- ◆ The Commitment to Excellence Committee was assigned by the President and included Anne Osborne ΧΩ, Judi Willis ΑΔΠ, and Maryellen Baxter ΣΣΣ. The committee met several times during the summer to work on this proposal. Due to some recent information received from NPC, the committee requested additional time for review and will present their findings in October to Council, with a vote expected at the November Council meeting.

**New Business**

- ◆ Sandra Gocke proposed a deposit of \$10,000 be made to the Phoenix Panhellenic Centennial Scholarship Fund from general savings. The checking and savings accounts currently have approximately \$62,000 which is higher than \$52,000 balance, this time last year. Interest



rates are approximately 3-6% with the endowment minus the fund management fees, compared to little return in savings account.

- ◆ Concern over the amount of the deposit was discussed by Niki Sams ΦΜ. Panhellenic accounts should carry a balance that covers expenses for two years and enough funding for annual scholarship awards.
- ◆ Sustainability of the Endowment was discussed by Amber Soergel ΣΚ. The Phoenix Panhellenic Centennial Scholarship Fund was established as a sustainable scholarship funding source should the Panhellenic volunteer efforts at the Waste Management Phoenix Open change or the relationship with the Thunderbirds, the primary funding source for Panhellenic scholarships. Look at true expenses, how much is really needed to operate.
- ◆ A motion was made to table the discussion to give delegations more time to consider the proposal by Amber Soergel ΣΚ and seconded by Patricia Reed ΑΞΔ. Motion passed and the discussion has been tabled until the next Council meeting.
- ◆ Sandra Gocke proposed the \$5,000 deposit by the Scholarship Committee from 2017 Waste Management Phoenix Open earnings be deposited into the endowment at this time instead of waiting to do so in April when scholarship award checks are cut. This amount was previously budgeted by the Scholarship Committee toward the Phoenix Panhellenic Centennial Scholarship Fund, an endowment with NPC Foundation.
  - ◆ A motion was made by Christy Robertson Yoder ΦΜ to move the \$5,000 pledge at this time to the Phoenix Panhellenic Centennial Scholarship Fund and seconded by Stacie Garlieb ΚΔ. The motion passed.

### **Announcements**

- ◆ Next Panhellenic Executive Board meeting September 27, 2017.
  - ◆ Committee reports and agenda items are due to President by September 20, 2017.
  - ◆ Advise the President if you would like to attend or have business to discuss.
- ◆ Next Panhellenic Council Meeting October 2, 2017 at PERA Club. Doors open at 6:00 pm; gavel down at 6:30 pm.
  - ◆ October hostesses will be ΑΔΠ, ΔΦΕ, ΓΦΒ, ΑΧΩ.
- ◆ NPC Sunflowers can be sent to NPC delegations attending the NPC Annual Conference through the NPC Foundation. The Phoenix Panhellenic Centennial Scholarship Fund is one of the options for disbursement. Honor your NPC delegation by sending a Sunflower for \$5.00 each; there is no need to log in, just clear the box. <http://bit.ly/2hlpTcf>. Complete purchase by October 17, 2017 for sunflowers to be included in delegate's registration package.

### **Adjournment**

- ◆ Stacie Garlieb ΚΔ moved to adjourn the meeting, Lee Ann Witt ΔΖ seconded. The motion passed and meeting was adjourned at 8:16 pm.

Respectfully submitted by Linda Trimpe Wisniowski, Secretary

- ◆ *NOTE: The Charles Schwab Cup Championship volunteer opportunity is no longer available to Panhellenic volunteers due to additional insurance requirements required to serve alcohol. Approximate cost for additional insurance for this event is \$2,700. See 9/19/2017 email announcement from Nancy Harris for further information.*