**Formal Meeting Minutes**

**Saturday, February 17, 2018**

The meeting was called to order at 9:00 a.m. by Polemarch Brother Donzell Newkirk. A motion was made by Brother Samuel Greene to suspend the opening ritual. The motion was seconded and unanimously approved.

**Polemarch's Remarks & Welcome**

Polemarch Brother Donzell Newkirk welcomed everyone to the February Chapter meeting. One visitoring Brother was acknowledged: Cecil McPhaul - Delta Xi (Winston Salem State University) - Fall 1971.

**Keeper of Records Report**

Brother Stacey Alston presented a copy of the January 2018 minutes to the Chapter. The following corrections were made to the minutes: Darrell Coezart was a name update. Space heaters were donated to support Helping Hands Mission by the KCTF and Brothers in the amount of $500.

The Keeper of Records report was accepted and unanimously approved with the before mention corrections.

**Keeper of Exchequer Report**

Brother Johnny Taylor presented the financial report. The report was submitted for information only. The total balance for all accounts are $24,002.21. It was reported that the Chapter has increased to 84 fully financial Brothers in the RAC.

**Old Business**

**Reclamation - Super Bowl Party |** Polemarch Newkirk congratulated the Philadelphia Eagles for winning the Super Bowl. This was a great event and the Chapter needs to have more events like this to give Brothers the opportunity to fellowship outside of the Chapter meetings.

**Spring 2018 Interest Meeting & Interviews |** On February 8, 2018, interviews for Spring 2018 was held. Nineteen gentlemen attended the interest meeting. Eight gentlemen turned in applications and were interviewed. The Chapter selected five of the gentlemen to join the Chapter. Concerns were raised about the selection of the new members. Polemarch Newkirk announced that further conversation would take place about the concerns after the Chapter meeting for those available to stay. Thirty-nine Brothers were in attendance for the Spring 2018 interviews.

**RAC Sweetheart Dinner |** The Brothers and their wives (14 couples) attended an event at Whisk. This was a great time for Brothers that are not able to attend the Chapter meetings to connect with other Chapter Brothers. This is an annual event for the Chapter.

**WFRAC Diamond Awards Brunch |** This was their third year having this event. The event was at the Wakefield Country Club. This event is more of a Valentine’s Day couple event for the WFRAC. They did present three awards to different community members and used the event to recognize/raise money for their Kappa League program. Polemarch Newkirk asked that the Chapter continue to support our neighboring Chapters.

**New Business**

**2018 Kappas on Capitol Hill |** This event will be on March 4 - 6, 2018 in Washington, D.C. The pre-registration deadline is February 26 at the cost of $100 for Alumni Brothers, $60 for Undergraduate Brothers, and $50 for the luncheon only. On site registration is $200 if you missed the preregistration. This event will be held at the Crystal Gateway Marriott in Washington, D.C. Brother Samuel Greene will be attending the event and will report back.

**77th Middle Eastern Province Council |** Province Council meeting will be held April 6 -8, 2018 at the Raleigh Marriott Crabtree Hotel. The deadline to register is March 17, 2018 by 11:59 p.m.

Undergraduate early registration is $110 and the Alumni early registration is $130 if paid by March 14, 2018. The Undergraduate regular registration is $130 and the Alumni regular registration is $170.

Brother Aaron Thornton made a motion that the Polemarch Newkirk should serve as a delegate at Province Council. The motion was carried unanimously. Brother Reggie Wright made a motion to send two additional delegates to Province Council where each delegate had one vote. The motion carried by a vote of 47 (yes) to 2 (no). Brother Clem Lacy and Brother Ariel Aponte was voted by the Brothers to serve as the delegates.

The following events will take place at Province Council: Golf Outing, Spades Tournament, Masquerade Party, All Black Affair Party. The Province Council awards application is due March 17, 2018. A discussion was held about what support can be provided to the Undergraduate Chapters for hosting the Province Council party. A discussion was held on how to better support the Undergraduate Chapters financially.

A motion was made to move the $1250 that was set aside for the Province Council suite be moved to the discretionary fund. The motion was unanimously approved. The suite that was going to be purchased by the RAC will be used by the Grand Polemarch at Province Council meeting. The hotel only has four suites. It was shared that RAC has had damages to the suites in previous years. The Chapter has paid for the damages.

**Read Across America Day (NPHC) |** Read Across America Day will be held on Friday, March 2, 2018 our time slot is 11:30. The event will be held at Walnut Creek Elementary. We need 15 Brothers to attend this event. Brothers are asked to register online for this event. A link will be sent out after the meeting.

**Committee Update & Reports**

**Collegiate Development |**

**Delta Gamma |** Delta Gamma is off of cee and decise. Delta Gamma have four Brothers on campus with one graduating next year but will come back to play football as a graduate brother. They are working to come active back on the campus.

**Gamma Omicron |** Interest meeting 27 students attended the meeting. RAC will have to take the new initiates through the MTA process. A formal process is in place that was approved by the Province Polemarch to ensure that the MTA process is completed correctly.

**Kappa Xi |** No Report

**Political & Social Action**

**Adopt-a-Highway |** The Chapter’s quarter adopt-a-highway will be on March 3. Brothers are encouraged to come out and support this initiative. Breakfast will be provided.

**Sunday of Hope & Church Visitation |** The Chapter will be visiting Abundant Life Cathedral COGIC on March 18 at 10:30 a.m. A special collect will be taken up for St. Judes.

**Reclamation & Events**

**Entertainment |** The Chapter is trying to have more Nupe Nights. Since the Kappa Center is not available on March 3, the Chapter will hold a Nupe night at the Ale House on Wake Forest Road at 7:00 p.m. Wings will be provided for free at this event. The Krimson Kouture event that was scheduled in January has been rescheduled for Saturday, April 14. A final venue has not been selected at this time. More information will be provided when this event is finalized.

**NPHC |**  The NPHC will hold their annual Gus Witherspoon Awards on March 4 at 3 p.m. Two Brothers are receiving awards at this event: Brother Washington (Business), Brother Marshall (Performing Arts).

**Auditing - Budget |**  Brother Clem Lacy thanked Brothers that served on the committee. Committee members were: Brother Lacy (Chair), Brother Sturgis, Brother Holland, Brother Taylor, Brother Thornton, Brother Hooker, Brother Haywood.

The committee only received three budget notices prior to the budget meeting. The following submissions were offered by the committee chairs and members:

1. Add $400 to provide three SMI Kronicles per year to the chapter members (declined). Ads should be sold to collect this revenue.
2. Increase mailbox fee from $60 to $90 (approved).
3. Add line item for QuickBooks accounting at $50 (approved but increased to $300).
4. Increase meal cost from $230 to $250 per meeting since the Chapter is growing in size (approved).
5. Increase J5 from $500 to $750 (declined).
6. Increase reclamation from $500 to $1000 (declined).
7. Reduce picnic cost from $1000 to $500 (approved).
8. Add $300 to $400 to pay for hotel for MTA Chairman (approved for $350).
9. Add $75 to Pan Hellenic for Gus Witherspoon Award (approved).
10. BOD asked a special committee to discuss adding Undergraduate support to budget. The special committee (composed of Undergraduate advisors and MTA Chairman) decided not to suggest adding to RAC dues, but have the Undergraduate’s increase their individual dues. The budget committee decided to just add $1800 (½ of 3 Chapter requirements) to the budget without increasing dues cost to individual members.
11. Website hosting of $69.99 (approved)

We began by determining revenue based on our sources of income (dues & entertainment). We currently have:

* 61 Brothers under 65 - forecasted 60 Brothers for 2018-19 budget
* 22 Brothers over 65 - forecasted 20 Brothers for 2018-19 budget
* Total of 83 Brothers - added 2 recently graduated Brothers on reduced pay plan
* Total of 82 Brothers in the forecast for 2018-19. The committee with a conservative estimate of financial Brothers.

 The budget committee went through all expenses and we had a deficit balance of $389, which we added to the entertainment committee revenue to generate. The entertainment committee felt they could raise $4000. This input was used to produce a balanced budget of $19,699.99.

After the committee meeting, the committee was asked to consider a request of $305 for Military Affairs ($125 for a Memorial Day wreath and $180 for a Veterans Day breakfast). A request for $400 was requested for the SMI Kronicles. The following changes were recommended by the board meeting and was added to the 2018-2019 proposed budget:

* Add a line item in revenue for fundraising with $500 as the forecast.
* QuickBooks reduce amount in expenses from $300 to $500.
* Increase reclamation from $500 to $750.
* Put $500 into discretionary expenses.

A motion was made to accept the budget committee’s report for information only. The motion was approved unanimously.

**KCTF Report |** Brother Reggie Wright facilitated the KCTF report and Financial report for information only. The annual shareholders meeting will be on February 27 at 6:30 p.m. The annual Luau will be on June 30. Brothers Sampson and Hyman will serve as chairs.

**For the Good of Kappa |** Brother Hooker announced the passing of Brother Mann. Brother Greene advised everyone to stay to discuss MTA. We should be one Kappa. Brother Dinnerson just got a new position in New York as the assistant Dean. Brother Cooper has submitted his application for Exchequer and new position.

Brother Aponte’s daughter will be competing in track for Southeast Raleigh.

The meeting was adjourned at 11:11 a.m.