



KAPPA PSI

**FALL 2020
MOUNTAIN EAST PROVINCE
ASSEMBLY**

**PROVINCE
GUIDE**

**VIRTUAL EDITION
OCT. 31ST - NOV. 7TH**

PREPARED BY

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Mountain East Province Chaplain

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Mountain East Province Secretary



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@kappapsimep



Kappa Psi Mountain East Province

START HERE



Hey there Brothers!

Your friendly neighbor Chaplain here! Hope you're all adjusting well to our newly virtual world because your Mountain East Province Executive Board has been working hard over the last few months to bring to you our very first virtual Province Assembly!

Whether this is your first Province or your twentieth, I've put together this guide, so everything you need is in one place! You'll find a little refresher of your Kappa Psi basics, the schedule of events, information regarding the Career Roundtable guest-starring some of our favorite grad bros, and much more! If you're interested in running for office, we've shared our thoughts on what the last year has meant for each of us in our roles. And if you're still on the fence, don't hesitate to reach out!

Are you a chapter leader? Take a look at the Chapter Checklist for a few questions that our Province Supervisors suggest you consider for continued success now and in the future!

Lastly, don't let these unprecedented times hold you back. Seize new opportunities and challenges as they come, starting with Fall Province Assembly! Take care and stay safe.

Always proud to be your brother,

Karen Huang

Mountain East Province Chaplain

Email: mep.chaplain@gmail.com

Can't wait to meet you!

I'm currently a PGY-1 Pharmacy Resident Penn State Health Milton S. Hershey Medical Center, and I graduated from the University of Maryland School of Pharmacy, home of Sigma Chapter in Baltimore, Maryland! In the past, I've served as Sigma's Community Service Coordinator and Regent, and I've had the pleasure of being your MEP Chaplain this year!

YOUR PROVINCE EXECUTIVE COMMITTEE

2019 - 2020



CHAI WANG
Satrap



NICOLE FARAH
Vice Satrap



ASHLEY DIKE
Secretary



REAGAN WEAVER
Treasurer



KAREN HUANG
Chaplain



RACHAEL LARGENT
Historian



JAEHEE CHO
Parliamentarian



THAI NGUYEN
Webmaster



PARKER DOWNING
Immediate Past Satrap



TODD LARSON
Province Supervisor



BECCA MOUSSEAU
Assistant Province
Supervisor

PROVINCES

Atlantic Province
Great Lakes Province
Gulf Coast Province
Mid-America Province
Mountain East Province
Northeast Province
Northern Plains Province
Northwest Province
Pacific West Province
Southeast Province
Southwest Province

INTERNATIONAL OFFICERS

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

MEP COLLEGIATE CHAPTERS

Sigma Σ - University of Maryland Baltimore
Beta Eta BH - University of West Virginia
Beta Kappa BK - University of Pittsburgh
Delta Epsilon ΔE - Duquesne University
Delta Kappa ΔK - Howard University
Delta Xi ΔΞ - Shenandoah University
Epsilon Nu EN - University of Maryland Eastern Shore
Epsilon Omicron EO - D'Youville College
Zeta Kappa ZK - Marshall University

MEP GRADUATE CHAPTERS

Buffalo Graduate
District of Columbia Graduate
Laurel Highlands Graduate
Maryland Graduate
Maryland Eastern Shore Graduate
Northern Virginia Graduate
Pittsburgh Graduate

VIRTUAL 5K

SUPPORT REACH OUT AND READ

NOW through November 7th
\$5 to participate

1. Register via [Google Form](#)
2. Track your walk or run
3. Upload a screenshot
4. Most importantly, enjoy!



All proceeds benefit Reach Out and Read
Family and Friends are welcome to join!

Please visit www.kappapsimep.com/province for meeting platform information and meeting links.

Saturday, October 31st

10:00 A.M. - 10:30 A.M. EDT Opening of the Assembly Business Session

Attendance is MANDATORY for all delegates and Brothers running for a Province Executive Committee position.

- Province Executive Committee Welcome – Chai Wang
- Call to Order
- Call for Nominations

Nominations will remain open until Saturday, November 7th and will close during the afternoon business session.

Candidates for Province Executive Committee will be required to submit a photo, 2-3 sentence biography, and pre-recorded speech (5 minutes for Satrap; 2 minutes for all other opinions) by Wednesday, November 4th at 11:59 P.M. EST. The submission link will open following this initial session on October 31st.

This is to ensure all Brothers are able to view them as a chapter in advance of elections on November 7th. For Brothers nominated on Saturday, November 7th, they will have until 12:00 P.M. EST that day to submit their speech or may be asked to prepare a live speech.

Monday, November 2nd

8:00 P.M. - 9:00 P.M. EST Continuing Education

Treatment of Patients with Type 2 Diabetes Mellitus and Chronic Kidney Disease: Have Times Changed presented by Dr. Christyn Mullen

Wednesday, November 4th

7:00 P.M. - 8:30 P.M. EST Social

Enjoy a relaxing night of fun with Brothers!

Thursday, November 5th

7:00 P.M. - 9:00 P.M. EST Career Roundtables

Featuring Graduate Brothers from different areas of pharmacy practice!

Please visit www.kappapsimep.com/province for meeting platform information and meeting links.

Saturday, November 7th

10:00 A.M. – 11:30 A.M. EST Morning Business Session

This begins promptly at 10:00 A.M. Attire: Casual dress, Kappa Psi swag encouraged!
Please visit www.kappapsimep.com/province for officer and committee reports.

- Call to Order
- Opening Ritual
- Invocation by the Chaplain
- Renewal of Vows of Allegiance and Obligation
- Roll Call of the Delegates
- Welcoming of Visiting Brothers
- Province Executive Board Welcome – Chai Wang
- Minutes of Previous Assembly
- Reading of Communications
 - International Officer Communications
- Supervisors Report
- Officer and Committee Reports
- Collegiate & Graduate Chapter Reports
- Call for Nominations
- Reading of Legislative Proposals
- Announcements

1:00 P.M. – 2:30 P.M. EST Afternoon Business Session

This begins promptly at 1:00 P.M. Attire: Casual dress, Kappa Psi swag encouraged!

- Roll Call
- Old Business
- New Business
 - Legislative Proposals
- Final Call for Nominations
- Elections
- Resolutions
- Induction of New Officers
- For the Good of the Order
- Waterfall

7:00 P.M - 8:30 P.M. EST Social

In place of the traditional banquet and Saturday night social, enjoy a night in with your favorite Brothers!

A Few Words from Your Province Officers

Treasurer

My past year, serving as Treasurer for the Mountain East Province has been incredibly rewarding. I didn't run for the position out of a love for balancing spreadsheets and writing checks, I ran out of a desire to give back and serve the brotherhood that has given me so much over the past few years. Through working with the Fundraising/Auditing committee, I was fortunate enough to collaborate closely with our brothers to raise money for the Province to pay for scholarships, awards, activities etc. Working with the other eboard members has given me an opportunity to learn from some of the best leaders this fraternity has to offer. It has been a truly invaluable experience

-Reagan, Mountain East Province Treasurer

Chaplain

Serving as Chaplain in the last year has allowed me to unite my brothers with old and new traditions. Many see rituals as an obstacle, but I strived to help others remember the importance and true meaning behind them and also to provide guidance on how to conduct them properly. As Chaplain, I also played an incredibly rewarding and active role in the Philanthropy and Scholarship/Awards Committees, planning Province-wide community service initiatives, supporting individual chapters in their own philanthropic efforts, and serving as a liaison between the Province Executive Board and the committee!

-Karen, Mountain East Province Chaplain

Historian

As a Beta Eta brother, I am extremely grateful to have served on the Province Planning Committee. The committee and I spent months planning the 2020 Spring Assembly that was held in Morgantown, WV. I worked closely with the Satrap and Vice Satrap and when the opportunity to be the Intermittent Historian on the executive board arose I could not resist. I was excited for this opportunity to serve my Province and gain a deeper understanding of Kappa Psi. Being on both ends, the behind-the-scenes planning and sitting at the head table executing the assembly, were fulfilling moments in my Kappa Psi career. Not to mention taking pictures of smiling brothers and visiting brothers at the socials and banquet reception made all the long hours of planning worth it. I will be forever thankful MEP was able to host the spring assembly before COVID-19 halted our world. Jumping into a new role can be daunting, but the executive board made me feel so welcomed as I entered their group halfway through the term. Serving as Historian allowed me to keep the brothers of MEP connected whether we were 6-feet or miles apart. Thank you to all the chapter historians for their support over the last few months. I enjoyed reading your chapter MASK submissions, reviewing the pictures, and am thankful that the historians are keeping the history of MEP alive, strong, and well documented. I encourage brothers to run for this rewarding position; there is plenty of room for creativity and to put your personal spin on this role.

-Rachael, Mountain East Province Historian

A Few Words from Your Province Officers

Parliamentarian

Parliamentarian this past year has been super rewarding, being involved and seeing the impact that I had in developing and maintaining the province's legislation processes. I was able to bridge the gap between the Executive Board and the Legislative Committee. By working closely with my committee, we were able to approve new by-law suggestions and help write guidance during these challenging times to serve the Province. In this unique position, you also serve as a resource for chapters with any questions they may have on by-laws and procedures. Assisting chapters in figuring out the best course of action has been rewarding, and this role has helped me grow as a person. I wish the best of luck to the next executive board in their future endeavors.

-Jaehee, Mountain East Province Parliamentarian

Webmaster

Kappa Psi has been an integral part of my pharmacy school career and has helped me grow tremendously as a person. That is why I have always wanted to contribute to the Fraternity on a larger scale, starting at Province level. Having served as the technology chair for my chapter, I felt that I had the skills to be the MEP Webmaster. Being in this position has expanded my abilities and allowed me to apply them in a professional setting. If technology is something that has always come easily and intuitively to you, I would encourage you to run for the position. Being on this E-board will allow you to engage with people not only within this Province, but brothers from all over the country. You also will get a unique look into the inner workings of Kappa Psi. If you have any ideas or questions, please don't hesitate to ask!

-Thai, Mountain East Province Webmaster

INTERESTED IN RUNNING?

- Nominations will be open from Saturday, October 31st until Saturday, November 7th, closing after the morning business session
- By Wednesday, November 4th at 11:59 P.M. EST, you must submit:
 - A photo of yourself
 - A 2-3 sentence biography
 - Pre-recorded speech (5 minutes for Satrap; 2 minutes for all other opinions)
- The submission link will open following the initial session on October 31st.
- If you are nominated on Saturday, November 7th, you will have until 12:00 P.M. EST that day to submit your speech or may be asked to prepare a live speech

Best of luck!

CONNECT WITH YOUR GRADUATE BROTHERS!

Thursday, November 5th

7:00 P.M. - 9:00 P.M. EST

Join Zoom Meeting

<https://pitt.zoom.us/j/91839152253>

Meeting ID: 918 3915 2253

Passcode: mepcareer

**Don't miss this chance to learn more
about what each area of pharmacy
entails and what our Graduate
Brothers love about their fields!**

Pro Tip: Come prepared with questions
and edit your Zoom name to include
your year and chapter!

Let's Meet Our Guests



W. Chris Charles, PharmD, BCPS

Lieutenant Commander, US Public Health Service
Analyst/Health Insurance Specialist - Centers for Medicare &
Medicaid Services
Sigma, 2007
wchar001@gmail.com

Heather A. Johnson, PharmD

Assistant Professor of Clinical Pharmacy and Family Medicine
Robert C. Byrd Health Sciences Center
West Virginia University
Beta Kappa, Fall 2014
hejohnson@hsc.wvu.edu



Let's Meet Our Guests



Mary Li, PharmD

Medical Scientist, Immuno-Oncology

AstraZeneca

Sigma, 2012

Mary.li1@Astrazeneca.com

Vicky Shah, PharmD, BCPS

Clinical Associate Professor of Pharmacy Practice

Clinical Internal Medicine Pharmacist

Chicago State University College of Pharmacy

Delta Kappa, Spring 2011

vshah@csu.edu



Elizabeth Van Dyke, PharmD

Senior Drug Information Specialist

SafeMark Regulatory Consulting

Beta Kappa, Fall 2020

kyglindabk@gmail.com or eavandyke13@gmail.com

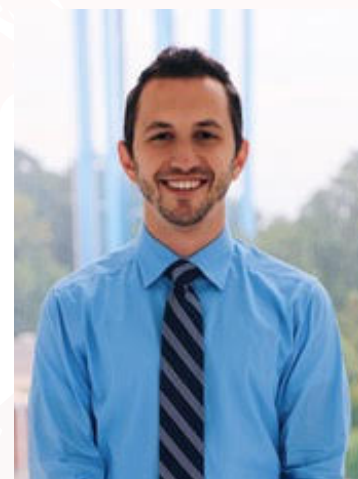
Matt Whiteman, PharmD

PGY-2 Pediatric Pharmacy Resident

UNC Medical Center

Beta Eta, 2015

matt.whiteman23@gmail.com



As a listener...

- Minimize surrounding distractions
- Turn your camera on, so we can see your smiling face!
- Acknowledge what has been said and ask questions for clarification
- Dedicate this time to being engaged and avoid multitasking
- Practice active listening
- Utilize the chat features if you're uncomfortable speaking out loud
- Determine what YOU want out of the meeting beforehand

As a presenter...

- Be animated and engage the audience!
- Create visual aids and use other mixed media tools
- Have an assistant watch the chat box for comments from the audience
- Use polls and interactive features to keep the audience involved
- Try standing as if your were presenting in real life
- Keep it short and sweet when possible
- Consider a virtual background
- Share your screen but minimize distractions (i.e. unnecessary tabs)
- Look directly at the camera occasionally



A top-down view of a white ceramic coffee cup with a blue rim, filled with dark coffee, sitting on a light brown wooden surface. The cup is positioned on the left side of the frame, with its handle pointing towards the bottom left. The background is a warm, textured wood grain.

Chapter Checklist

At the last Spring Assembly, we introduced chapter check-ins, which gave chapters the opportunity to get feedback from executive board members. With the new virtual format being utilized at this assembly, we will be postponing chapter check-ins, but we wanted to provide you with a "Chapter Check-List" to be used as a tool for self-assessment following this assembly.

Consider these questions:

1. Is your chapter in arrears with the Central Office? Contact Wendy at centraloffice@kappapsi.org.
2. Did you review your Chapter Progress Report form that was submitted last May for areas of strength and weakness? How can you build and improve upon these?
3. Did your chapter file your annual taxes? Contact Grand Counselor Buchanan (grandcounselor@kappapsi.org), Supervisor Todd Larson (tolarson10@gmail.com), or Assistant Supervisor Becca Mousseau (becca.chemie@gmail.com).
4. When was the last time your Risk Management Committee met, held a workshop or reviewed the Risk Management policies? Who is responsible for making sure all signed "Risk Management Policy Acknowledgement" Forms are kept on file until graduation?
5. Did your chapter review Grand Regent Askew's email entitled "COVID-19 Considerations for Returning to Campus" posted to the International Kappa Psi Google Group and make any necessary adjustments within your chapter?
6. When was the last time your chapter submitted an article/photo for the MASK? The next deadline is December 1st and should be emailed to mask@kappapsi.org.
7. When was the last time your chapter submitted updated rosters to the Central Office? The next deadline is February 15th to centraloffice@kappapsi.org.
8. Do you submit M-cards for all new members within 7 days of initiation? To fill out, visit <https://kappa-psi.com> --> Brothers --> Resources --> M-Cards
9. Is all of your apparel purchased from greeklicensing.com-approved vendors?
10. When did you last review your chapter ordinances? They should be reviewed yearly and changes must be submitted to Grand Counselor at grandcounselor@kappapsi.org

WHAT ARE ROBERT'S RULES?



Who even is Robert, and why should I care?

- Henry Martyn Robert was an American Soldier who first published Robert's Rules of Order in 1876
- They are a guide for running meetings and making decisions as a group
- Allows for everyone's voice to be heard
- Provides structure and efficiency

The Basics

The Chair Keeps discussion on topic and fair, and usually does not participate in voting

Quorum Min number of members needed to be present in order to conduct business
2/3 for elections
1/2 for meetings

Voting By voice, counted standing, hand, or ballot vote

General
Format

Main
Motion

Second

Debate

Vote

ALWAYS REMEMBER


Address the Chair
Debate issues, not personalities
Use roles instead of names
Be courteous and respectful

If you want to...

Make a motion
Second a motion
Amend a motion
Postpone discussion
Commit/Refer (to a committee)
Limit debate
Extend debate
Close debate
Recess
Raise a question of privilege
Adjourn/Close a meeting
Point out when a rule is broken
Request more information
Clarify parliamentary rules
Ask for a vote by actual count
Vote by acclamation

Say...

"I move that..."
"Second!"
"I move to amend the motion by..."
"I move that the motion be postpone to..."
"I move that the motion be referred to..."
"I move that the debate be limited to x minutes."
"I move to extend the debate by x minutes."
"I move the previous question/to close the floor."
"I move to recess for x minutes."
i.e. "Point of privilege! It's too loud, and I can't hear."
"I move that we adjourn."
"Point of order."
"Point of information."
"Point of parliamentary inquiry."
"I call for a division of the house."
"I move to vote by acclamation."



And as always,
Proud to be your brother

“

One for All & All for One

”

