



MANHOOD – SCHOLARSHIP – PERSERVERANCE – UPLIFT



Psi Mu Nu Chapter
Omega Psi Phi Fraternity, Inc.
Clay County Westside Ques
P.O. Box 118
Middleburg, FL 32050
ccwques@gmail.com

Psi Mu Nu Chapter Meeting Agenda – 10/28/2023 at 10:30 am

- 1. Call to Order** – Basileus
- 2. Opening Prayer** – Chaplain
- 3. Roll Call** – KRS
- 4. Agenda Updates / Adoption (Agenda, Previous Mtg's Minutes)**
- 5. Officers Updates:**
 - a. Bas Update (3 min)
 - b. KRS Update (3 min)
 - c. KF Update (3 min)
- 6. Report of Committees / Old Business** – 3 minutes
 - a. Committee Reports – Vice Basileus
- 7. New Business**
 - a. MSP Update – Basileus/VB
- 8. Upcoming Events**
 - a. Mentorship, 12:15 pm, November 02/16, 2023, Westside High School (WHS)
 - b. Achievement Week, November 12-18, 2023
 - c. CSP Adopt-A-Highway, Argyle/GCS, December 09, 2023, 8:00 am
 - d. Ques on the Hill, Tallahassee, January 24-26, 2024
 - e. Chapter Anniversary, January 24, 2024
- 9. Nov Chapter Meeting** – November 18, 2023, 8:30 am, WHS
- 10. For The Good of the Order** – Brothers
- 11. Adjournment** – Basileus
- 12. Closing Prayer** – Chaplain

Friendship Is Essential to the Soul

September 2023 Chapter Meeting and Action Items

Convened at 1030 at Westside High School. 18 Brothers in attendance. Quorum met +9.

-Motion made to accept agenda made by Bro. Dixon, 2nd by Bro. Hall. Motion passed.

-Motion made to accept minutes made by Bro. Markray, 2nd by Bro. Dixon. Motion passed.

-BAS. Silence phones during meeting. \$5 fine on the spot.

-KRS. Please have dues in by Oct 30th for payments starting Nov 1st.

-Motion made to accept financial report as written by Bro. Dixon. 2nd by Bro. Markray. Motion passed.

-VB. New Committee Chairs need to get with old committee chairs to begin turnover of duties. Need a new social action chair.

-Bro. Markray Social Action Chair. Bro. Fields Social Action Chair Alternate.

-Achievement Week. Survey Monkey for Achievement Week will be out soon. Looking to start collecting money for Banquet. Speaker will be Bro. Sistrunk. \$45 per person. Nov 1st is deadline for Banquet payment.

-Ways and Means. Gala & Un-Gala group demo for Causevox. Hard Facility is not needed. Everything can be online.

-VB continued. As we push towards 2023-2024, let's prepare better with our events. Need to establish a timeline & due outs as the events come near. Committee chairs have to get reports in. Committee chairs will need to submit event reports to FSO via the website. Send a copy to KRS. If you have purchased items for the chapter, you have 30 days to claim the money. Stick to the budget. If you are over budget, you are basically donating to the chapter. Life Membership dues go up to \$3000 2359 Oct 31. Need participation for Achievement Week. Looking to fellowship with Grand Basileus while he is in town for the Achievement Week Banquet for IMN.

-New Business. Bro. Mitchell. Looking to assess \$1000 towards the housing fund. Several banks provide good rates on returns.

-Coming up for election year. BAS & VB will be up for election. Around June/July there will be talks.

-Motion made to adjourn the meeting by Bro. VB. 2nd by Bro. Dixon. Motion passed. Meeting adjourned at 12:46 pm.



PSI MU NU

P.O. Box 118

Middleburg, FL 32050



Chapter Financial Position as of 09/22/23

Checking

Beginning Balance as of 09/22/23	\$3,701.78
Net Activity	<u>(\$2,117.51)</u>
Ending Balance as of 10/25/23	<u>\$ 1,584.27</u>

CashApp

Beginning Balance as of 09/22/23	\$0.00
Net Activity	<u>\$5,741.00</u>
Ending Balance as of 10/25/23	<u>\$5,741.00</u>

Savings

Beginning Balance as of 09/22/23	\$3,465.30
Net Activity	<u>\$0.28</u>
Ending Balance as of 10/25/23	<u>\$3,465.58</u>

Total Assets \$ 10,790.85

ΨMN Chapter
 ΩY 2022 – 2023
 Program Committee Chairmen

PROGRAM	CMTE CHAIRMAN	ASST CMTE CHAIRMAN
Achievement Week	Bro. Carter Williams	Bro. Carl Harvin
Scholarship	Bro. Vince Foster	Bro. Frank Graham
Social Action	Bro. Josue Chery	Bro. David Hamilton
Talent Hunt	Bro. Stephon Johnson	Bro. Johnson Joseph
Reclamation and Retention	Bro. David Hamilton	Bro. Bo Williams
Health Initiatives	Bro. Tarik Smith	Bro. David Hamilton
VREM	Bro. Josue Chery	Bro. King Blackwell
Mentorship/ STEM Initiative	Bro. Kermit Webb	Bro. Herb Smalls/ Bro. Ed Smith
Fatherhood	Bro. Kermit Webb	Bro. Herb Smalls
Ways & Means	Bro. Carl Harvin	Bro. Dexter Mitchell
Chapter Anniversary	Bro. John Fields	Bro. Vincent Foster
Annual Golf Tournament	Bro. Johnson Joseph	Bro. John Dixon
Chapter Retreat	Bro. Dan Fagan	Bro. David Hamilton
MSP	Bro. Kermit Webb	Bro. Vincent Foster
Pan-Hellenic Rep	Bro. Tarik Smith	Bro. Herb Smalls
History and Archives	Bro. Douglas Smith	Bro. John Dixon

ΨMN Chapter
 ΩY 2023 – 2024
 Program Committee Chairmen

PROGRAM	CMTE CHAIRMAN	ALT CMTE CHAIRMAN
Achievement Week	Bro. Carter Williams	Bro. John Fields, Bro. Josue Chery, Bro. John Dixon
Scholarship	Bro. Vincent Foster	Bro. Herbert Smalls
Social Action	Bro. John Fields	Bro. Rich Markray, Bro David Hamilton, Bro Josue Chery
Talent Hunt	Bro. Stephen Johnson	Bro. Johnson Joseph
Reclamation and Retention	Bro. Josue Chery	Bro. Carl Harvin
Health Initiatives	Bro. Tarik Smith	Bro. Rich Markray
VREM	Bro. Herbert Smalls	Bro. King Blackwell
Mentorship	Bro. Kermit Webb	Bro. Edward Smith
Fatherhood	Bro. Kermit Webb	Bro. Edward Smith
STEM	Bro. Edward Smith	Bro. Kermit Webb
Chapter Anniversary	Bro. Vincent Foster	Bro. Edward Williams
Annual Golf Tournament	Bro. Johnson Joseph	Bro. Don Hall & Bro. John Dixon
Chapter Retreat	Bro. John Fields	Bro. Edward Williams
MSP	Bro. Kermit Webb	Bro. Vincent Foster
Ways & Means	Bro. Carl Harvin	Bro. Vincent Foster
History and Archives	Bro. Douglas Smith	Bro. John Fields



**Psi Mu Nu Chapter
of
Omega Psi Phi Fraternity, Inc.
Committee Report**

Date: October 28, 2023

Reclamation Committee Report

Submitted by: Bro. Dave Hamilton and Bro Edward Williams

- Reclamation is our primary means to grow the Chapter's membership.
- To date we have **three (3)** brothers we can claim for Reclamation so far for this Omega year and **one (1)** transfer into the Chapter.
- We have **four** potential brothers for Reclamation: **Bro. Thomas Pittman, Bro. Fred Moore, Bro. Scottie Robinson, Bro. Escubar Moore, and Bro Malcolm Starling.** Let's keep working on them and **all those other brothers** that live in our area that we know who are not financial as well.
- The new hardcopy Reclamation business cards are available. Please put your name and phone number on them to hand out to potential reclamation bruhs when you encounter them. If you need more, please reach out to the Reclamation Chair. We also have an updated electronic card as well.
- When you meet a Bruh that is a Candidate for Reclamation, at a minimum, please get the following information from the brother(s) you may encounter: **Name, email, phone number, and address** and encourage them to reach out for future engagements.
- Please ensure that you pass any potential Reclamation contacts to the Reclamation Chair, Bro. Chery ASAP for further contact.
- More to follow...



**Psi Mu Nu Chapter
of
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Committee Report**

Date: 10.25.2023

Committee: Health Initiative

Submitted by: Bro. Tarik Smith

- **Health Fair**
 - **February 17th location TBD. Waiting to hear back from Orange Park Mall if that day is available.**
 - **Blood drive TBD.**





**Psi Mu Nu Chapter
of
Omega Psi Phi Fraternity, Inc.**

Committee Report

Date: October 28, 2023

Committee: Achievement Week

Submitted by: Bros. Carter J. Williams, John R. Dixon Jr, Josue Chery & John Fields

- 2023 Achievement Week (Virtual) Church Service & Banquet will be Sunday, November 12th @ Holiday Inn & Suites 620 Wells Rd Orange Park 32073 with the church service from 11am to 12:30pm and the banquet from 1pm to 4pm.
- 2023 (AW) Family “**GAME**” Night will be Tuesday, November 14th @ Westside High School 5530 Firestone Rd Jacksonville, FL from 6:30pm to 8:30pm. Games include Spades, Uno, Dominos, Backgammon, Etc. For our gamblers, we will have Pokeno (**SO BRING YOUR COINS**).
- 2023 (AW) Founders Day “**BRUH NIGHT / REDEDICATION**” will be Friday, November 17th at 6pm at Bro. David Hamilton residence. The address is 1347 Coopers Hawk Way, Middleburg, FL. Due to limited parking, we’re requesting that Bruhz consolidate and ride together or park at the park prior to Dave’s subdivision and we will shuttle you to the house.
- 2023 (AW) CSP – Thanksgiving Basket Drive will be Saturday, November 18th at Westside High School 5530 Firestone Rd, Jacksonville, FL. Organization of the Baskets begins at 7:30 am, Chapter Meeting at 8:30am and the remainder of events to follow.

ALL MONIES are due ASAP. The “FINAL” due date is MONDAY OCTOBER 30th . We have to make the FINAL PAYMENT to the hotel 2 days later, NOVEMBER 1st.

We want to THANK YOU in advance for your SUPPORT and COOPERATION. Let’s make a commitment to make this Achievement Week great by making an INVESTMENT in each other LIVES by spending QUALITY time together.



**Psi Mu Nu Chapter
of
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Committee Report**

Date: 10/25/23

Committee: Talent Hunt

Submitted by: Chair Brother Stephen Johnson and Co-Chair Joseph Johnson

- The Talent Hunt Competition will take place on April 13, 2024 from the hours of 12:00 PM to 4:00 PM at West Side High School.
- Finalize a contact list of Principals, Vice Principals, Teachers, Counselors, Music Band Instructors, regarding the list of schools in the service area. (West Side High School, Orange Park High School, Douglas Anderson School of the Arts, and Clay County High School) **Deadline by November 13, 2023**
- Deliver flyers that inform Principals, Vice Principals, Counselors, and Teachers, Music or Band Instructors about the Talent Hunt Contest such as the date of the competition, rules and requirements and deadlines of the participants and parental forms. **Deadline by December 15, 2023**
- Follow-up with an email to remind Principals, Vice Principals Counselors, Teachers, Music Band Instructors about the Talent Hunt Contest such as the date of the competition, rules and requirements and deadlines of the participants, parental forms, and deadlines to submit video submissions. **Deadline by January 22, 2024**

Add as many bullets you think is necessary to adequately inform the brothers.



**Psi Mu Nu Chapter
of
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Committee Report

Date: 25 Oct 2023

Committee: Ways and Means

Submitted by: Bro. Carl Harvin

In earlier chapter discussions, we mentioned that members of PMN visit the Cause Vox website. Regarding us understanding how the platform operates and to proceed next as to approve or disapprove of the platform and its cost for Chapter fundraising.

Cause Vox Platform cost:

Basic Plan- Free, Platform fee of 0% with feature.

Processing fee of 2.2% + 30 cents per donation via Stripe/PayPal. Limited Features

Standard Plan \$155 annually or \$200 monthly, Platform fee of 4.25% is reduced to 0% feature. Processing fee of 2.2% + 30 cents per donation via Stripe/PayPal. 7-day trial period. Most features

Plus Plan- \$275 annually or \$375 monthly, Platform fee of 3% is reduced to 0% feature. Processing fee of 2.2% + 30 cents per donation via Stripe/PayPal.

7-Days trial period. All Features

We can use the platform on monthly terms: 1 month, 2 months, or 3 months. We can use the service as needed and save on cost when not using platform.

We can do Scholarship Drives, Galas, Auctions, Raffles, etc. We virtually save on manpower and money to purchase items. It's similar to Double Good popcorn by sharing the platform with your Facebook, Twitter, and Cell Phone contacts.

Website: <https://www.causevox.com/blog/ungala>



Psi Mu Nu Sponsorship Sign Up Sheet

2022/2023

Researcher

- Bro. J Joseph
- Bro. Ed Smith
- Bro. Dexter
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

Corporate

- Walmart/Publix
- Amazon/Aerospace
- Military
- Target
- Home Depot
- Lowes
- Car dealerships (Ford, Nissan, etc.)
- The Kresge Foundation
- Heising-Simon Foundation
- Chick- Fila
- Kroger's
- Front door cyber grants
- Clay County Electric
- Denny's
- Walgreen
- Costos
- Jacksonville Zoo



**Psi Mu Nu Chapter
of
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Committee Report**

Date: 10/24/23

Committee: Uplift in Action Golf Tournament

**Submitted by: Chair Brother Johnson Joseph and Co-Chair(s) John Dixon
and Don Hall**

- Date: August 23rd, 2024 (7th Annual UIA Golf Tournament)
- Location: TBA
- Use last year's experience to create a playbook.
- Start looking for next year's tournament site.
- If the price for golf goes up, we might need to increase our prices, i.e. \$150 for individual golfers, \$550 for Foursomes, \$150 for Hole Sponsorships



**Ω Ψ Φ
OMEGA PSI PHI**

MSP Qualified Brother as of October 22, 2023

Control Number	First Name	Last Name	Member Type	Category	MSP Online Test Date	MSP Class Train Date
003002279	King	Blackwell	Graduate	Financial	1/29/2022	1/12/2023
004092042	Josue	Chery	Graduate	Financial	4/6/2023	8/24/2023
004016470	John	Dixon	Graduate	Life Member	9/4/2019	8/24/2023
004092043	John	Fields	Graduate	Financial	2/15/2023	9/16/2023
004069127	Vincent	Foster	Graduate	Financial	9/29/2021	8/24/2023
009004057	Donald W	Hall	Graduate	Financial	11/9/2021	8/24/2023
004064961	David	Hamilton	Graduate	Life Member	10/22/2021	9/16/2023
004014363	Carl	Harvin	Graduate	Life Member	1/24/2021	9/16/2023
004038807	Stephen	Johnson	Graduate	Financial	4/28/2021	8/24/2023
004058256	Johnson	Joseph	Graduate	Financial	2/4/2021	8/24/2023
009002820	Stephen	Joyce	Graduate	Financial	1/19/2022	8/24/2023
004050290	Richard	Markray	Graduate	Financial	5/30/2023	9/16/2023
004068062	Dexter	Mitchell	Graduate	Life Member	7/4/2020	8/24/2023
004025297	Herbert	Smalls	Graduate	Financial	7/9/2020	8/24/2023
004057511	Tarik	Smith	Graduate	Financial	3/21/2021	8/24/2023
009000891	Edward D	Smith	Graduate	Financial	3/28/2023	8/24/2023
004013238	Douglas L.	Smith	Graduate	Life Member	9/14/2020	8/24/2023
004016977	Kermit D	Webb	Graduate	Life Member	8/14/2020	8/24/2023
004023062	Carter	Williams	Graduate	Financial	11/6/2021	1/12/2023
004010867	Edward	Williams	Graduate	Life Member	10/10/2020	9/16/2023
004056354	Marcus	Wimberly	Graduate	Financial	1/12/2023	1/12/2023



EVENT PLANNING CHECKLIST

Event Name: _____
Event Chairman: _____
VIP(s): _____

Date: _____
Time: _____
Location: _____



- BRAINSTORMING (9 Months)**
Point Person _____
- _____ Will the event work? Will people really want to attend?
 - _____ Has something like this happened before? How would this event differ from other events?
 - _____ How many people will be needed to run the event?
 - _____ Where could it take place? Is this a good venue?
 - _____ Do we have the resources to do this?
 - _____ Any organizations we want to partner with?

- BUDGET, FUNDRAISING, GRANTS (9 Months)**
Point Person _____
- _____ Complete budget plan worksheet
 - _____ Have funds been allocated in the Chapter's budget?
 - _____ Are there any grants available? How does the event cater to the grant purpose?
 - _____ Do any funds have to be paid upfront?
 - _____ Are there any fundraising opportunities and if so what are the goals and how do we achieve them?
 - _____ Can fundraising help advertising?
 - _____ Any potential items for giveaway, door prizes, raffles, etc.?

- FORMS AND APPROVALS (6 Months)**
Point Person _____
- _____ Contract in place for venue.
 - _____ Security agreement in place with Venue or contract a Security Company for event.
 - _____ SEC Submitted.
 - _____ Flyer design complete and approved by E-Board.

- ADVERTISING (6 Months)**
Point Person _____
- _____ Flyer distribution.
 - _____ Email to friends, family, constituents.
 - _____ Post on Chapter Social Media Outlets.
 - _____ Work plan for radio/tv announcements.
 - _____ Order signage if required.

- SCHEDULING (3 Months)**
Point Person _____
- _____ Will everything be approved in time?
 - _____ Is the event going to conflict with other events?
 - _____ Book hotels, travel arrangements for VIPs.
 - _____ Finalize event programs and order of event.

- SHOPPING (1 Month)**
Point Person _____
- _____ Utensils (Paper Goods, silverware, cups, plates, serving utensils, trays, pans, tablecloths, etc.
 - _____ Food (and alternate food options)
 - _____ Cleanup materials
 - _____ Decorations
 - _____ Special items (Props, costumes, etc.)

- WEEK PRIOR TO EVENT**
Point Person _____
- _____ Double check all approvals.
 - _____ Confirm with guests/VIPS.
 - _____ Ramp up publicity efforts (media outlets).
 - _____ Prepare assignments, schedule event walk-thru, check all equipment.
 - _____ Confirm all props, banners, signage, etc.

- DAY OF EVENT**
Point Person _____
- _____ Arrive early to troubleshoot unexpected Problems.
 - _____ Pick up and see to the needs of guests/VIPS.
 - _____ Set up space, set up technology, give instructions to volunteers, staff, and bruhs.
 - _____ Greet attendees.

- POST EVENT (Within 30 Days)**
Point Person _____
- _____ Return any necessary equipment.
 - _____ Complete post event report.
 - _____ Send thank you letters.
 - _____ Turn in receipts, documents, reconcile finances.

HELPFUL SEC NUGGETS

1. The lack of a reported incident at the conclusion of an event does not mean you are clear; statutes of limitations apply
2. Officers required per 100 attendees; round up accordingly. (100 attendees x 1.5 = 1.5 officers = 2 officers)
3. Chapter Foundations not covered under the fraternity's insurance
4. It is very common for checklist to be completed without the necessary attachments and signatures. For example, a contract may be attached but: contract has no signatures, is signed by someone other than the chapter Basileus, or the contract is in the name of the fraternity as opposed to the chapter.
5. Chapter members do not have the authority to bind the fraternity.
6. Contracts must be in the name of the chapter (e.g. Psi Mu Nu Unincorporated Chapter of Omega Psi Phi Fraternity, Inc.).
7. It is common to receive the SEC that indicates there is alcohol being served; however, there is no liquor license or contract provided for the entity serving the alcohol.
8. Brothers of the fraternity **cannot** be designated to provide security for event; even if they are law enforcement officers. The exception to this is if the Brother has his own security firm/business and his business has been contracted to perform said services. That contract must be submitted with the checklist and the business must have its own insurance naming the fraternity and the chapter as additional insured on their insurance.
9. All vendors (bartenders, AV, DJ, food service providers, security firm, etc.) must have insurance that names both the chapter and the fraternity as additional insured with coverages equivalent to \$1M per event and \$2M aggregate. This COI must be submitted with the vendors contract.
10. Events held in conjunction with a third party such as the chapters foundation requires the foundation to have its own insurance that also names the chapter and the fraternity as additional insured. The COI must be submitted with the vendors contract.
11. Brothers are not authorized to transport patrons in personal vehicles or rental vehicles. The chapter must secure (hire) a third-party vendor to transport patrons and the company must adhere to the vendor insurance requirements.
12. Only the Basileus can execute/sign a contract on behalf of the chapter.
13. Only the District Representative can execute a contract on behalf of the District. For the limited purposes of conducting annual District Meeting business, the District Representative's contracting authority may be delegated to the District Marshal.
14. In order to edit a previously submitted SEC, you must select 'Submit SEC' and select previous one.



**Psi Mu Nu Chapter
of
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Committee Report**

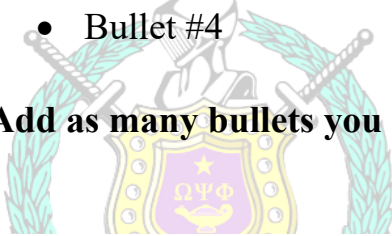
Date:

Committee:

Submitted by:

- Bullet #1
- Bullet #2
- Bullet #3
- Bullet #4

Add as many bullets you think is necessary to adequately inform the brothers.





**Psi Mu Nu Chapter
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Event Report**

EVENT NAME:

DATE:

CMTE:

CMTE CHAIR:

NAME OF BROTHERS INVOLVED:

NUMBER OF HOURS:

SYNOPSIS OF EVENTS:

DONATION AMOUNT: \$0.00

INITIAL BUDGET AWARDED: \$0.00

TOTAL COST: \$0.00

CMTE CHAIR EMAIL:

CMTE CHAIR PHONE #:

REMARKS:

Add as much information you think is necessary to adequately inform the brothers.

