



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 – 12/16/2023 at 8:30 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. New Member Training – Bro E. Williams
- 8. Upcoming Events**
 - a. Mental Health Discussion, 7:00 pm, Dec 19, 2024, Virtual
 - b. Mentorship, 12:15 pm, January 11/18, 2024, Westside High School (WHS)
 - c. Bro Fields Retirement Ceremony, January 19, 2024, 10 am, Hangar 117 NAS JAX
 - d. Ques on the Hill, January 25-26, 2024, Tallahassee
 - e. Chapter Anniversary, January 24, 2024
 - f. CSP, January 27, 2024, TBD
 - g. Chapter Anniversary Celebration, January 27, 2024, D. Ware Educational Community Center, 105 Fox Valley Drive, Orange Park, FL, 4:00 pm
 - h. Community Health Fair, Orange Park Mall, 11 am, Feb 17, 2024
 - i. Memorial Service, March 23, 2024, TBD
 - j. 87th Seventh District Meeting, Biloxi, MS, April 4-7, 2024
 - k. Grand Conclave, Tampa, FL, Jun 27 – Jul 1, 2024
- 9. Jan Chapter Meeting** – January 27, 2024, 4:00 pm, prior to Chapter Anniversary Celebration
- 10. For The Good of the Order** – Brothers
- 11. Adjournment** – Basileus
- 12. Closing Prayer** – Chaplain

Friendship Is Essential to the Soul

November 2023 Chapter Meeting and Action Items

Convened at 8:25 am. 21 Brothers in attendance. Quorum met +12.

Motion made to accept agenda as written by Bro. Dixon. 2nd by Bro. Joseph. Motion passed. Agenda accepted.

Motion made to accept previous minutes by Bro. Dixon. 2nd by Bro. Joseph. Motion passed. Previous minutes accepted.

-BAS. Nothing to pass.

-KRS. When sending official correspondence such as committee reports, chapter business, etc., please send to psimunukrs@gmail.com. Still awaiting dues payments from a few of the brothers. December 31, 2023 @2359 is the official expiration to pay. Brothers will have to pay late fees on starting January 1, 2024. Please take a look at the agenda when it is published. Majority of the questions that you have are written in the agenda.

Motion made to postpone KF report due to pending corrections by KF by Bro. Dixon. 2nd by Bro. Markray. Motion passed. KF report will be amended prior to next chapter meeting.

-Orange Park High School meeting for Xmas is pending.

-Looking to execute Mental Health discussion via Zoom. Spouses are invited.

-New member training will happen via mentorship in different positions and committees.

-Mentorship and Fatherhood. Dec 7th and 14th @12:15 pm.

-CSP Adopt a Highway, Argyle/GCS Dec 9th @8 am.

-Ques on the Hill, Tallahassee Jan 24-26, 2024.

-Chapter Anniversary celebration Jan 27, 2024.

Motion made to accept annual budget as written by Bro. Dixon. 2nd by Bro. Joseph. Motion passed. Budget accepted.

Motion made to adjourn meeting by Bro. Harvin. 2nd by Bro. Markray. Motion passed. Meeting adjourned at 9:48 am.



PSI MU NU
P.O. Box 118
Middleburg, FL 32050



Chapter Financial Position as of 12/12/23

Checking

Beginning Balance as of 11/17/23	\$9,532.80
Net Activity	<u>(\$2,845.36)</u>
Ending Balance as of 12/12/23	<u>\$ 6,687.44</u>

CashApp

Beginning Balance as of 11/17/23	\$946.00
Net Activity	<u>(\$798.87)</u>
Ending Balance as of 12/12/23	<u>\$147.13</u>

Savings

Beginning Balance as of 11/17/23	\$3,465.87
Net Activity	<u>(\$99.72)</u>
Ending Balance as of 12/12/23	<u>\$3,366.15</u>

Total Assets \$ 10,200.72

Checking					
PSI MU NU Beginning Balance - 11/17/23					\$ 9,532.80
Date	Transaction	Description	Amount	Balance	
11/17/2023	Debit	ATM Withdraw for Arms Reach Security & Training, LLC (Cashier's check)	\$ (300.00)	\$ 9,232.80	
11/18/2023	All Debit	Reimbursement for Bro Josue Chery (Thanksgiving Basket Givaway)	\$ (78.34)	\$ 9,154.46	
11/18/2023	All Debit	Reimbursement for Bro Dave Hamilton (Thanksgiving Basket Givaway)	\$ (178.00)	\$ 8,976.46	
11/18/2023	All Debit	Reimbursement for Bro Rich Markray (Thanksgiving Basket Givaway)	\$ (106.26)	\$ 8,870.20	
11/18/2023	All Debit	Reimbursement for Bro John Dixon (AW Banquet Printing)	\$ (56.27)	\$ 8,813.93	
11/20/2023	All Debit	Chapter Website payment WIX.COM	\$ (23.00)	\$ 8,790.93	
11/20/2023	All Debit	Reimbursement for Bro John Fields (Thanksgiving Basket Givaway)	\$ (96.01)	\$ 8,694.92	
11/21/2023	All Credit	CASHAPP DEPOSIT	\$ 410.00	\$ 9,104.92	
11/27/2023	All Debit	Cash Withdrawal for Checking (@Truist)	\$ (100.00)	\$ 9,004.92	
11/30/2023	All Credit	Interest Deposit	\$ 0.85	\$ 9,005.77	
12/4/2023	All Debit	AirBnB Purchase	\$ (2,019.38)	\$ 6,986.39	
12/6/2023	All Debit	ATM Withdraw for Chapter Anniversary (Zelle Transaction)	\$ (800.00)	\$ 6,186.39	
12/7/2023	All Debit	State and District Dues for Bro Eric Hosley	\$ (34.95)	\$ 6,151.44	
12/8/2023	All Credit	CASHAPP DEPOSIT	\$ 536.00	\$ 6,687.44	
Net Total Bank Transactions			\$ (2,845.36)		
Deposits in Transit					
O/S Checks					
Net Activity			\$ (2,845.36)		
Ending Bank Balance as of 12/12/23					\$ 6,687.44
CASHAPP					CashApp Balances
CashApp Balance as of 11/17/23					\$ 946.00
Date	Transaction	Description	Amount	Balance	
11/17/2022	Debit	CASHAPP deposit to VyStar Cheeking	\$ (410.00)	\$ 536.00	
11/17/2022	Debit	Reimbursement for Bro John Dixon	\$ (56.27)	\$ 479.73	
11/18/2022	Debit	Reimbursement for Bro Dave Hamilton	\$ (178.00)	\$ 301.73	
11/18/2022	Debit	Reimbursement for Bro Rich Markray	\$ (106.26)	\$ 195.47	
11/18/2022	Debit	Reimbursement for Bro Josue Chery	\$ (78.34)	\$ 117.13	
11/27/2022	Credit	Dues payment for Bro Eric Holsey	\$ 285.00	\$ 402.13	
12/6/2022	Credit	Dues plus Benevolence payment for Bro Dexter Mitchell	\$ 251.00	\$ 653.13	
12/6/2023	Debit	CASHAPP deposit to VyStar Cheeking	\$ (536.00)	\$ 147.13	
12/12/2022	Credit	CASHAPP deposit (Christmas Gift Basket) Donation	\$ 30.00	\$ 177.13	
Net CashApp Activity			\$ (798.87)		
Ending Bank Balance as of 12/12/23					\$ 177.13
Savings					
PSI MU NU Beginning Balance - 11/17/23					\$ 3,465.87
Date	Transaction	Description	Amount	Balance	
11/27/2023	Debit	Cash Withdrawal for New Savings Account (@Truist)	\$ (100.00)	\$ 3,365.87	
11/30/23	Credit	Interest Paid	\$ 0.28	\$ 3,366.15	
Net CashApp Activity			\$ (99.72)		
Ending Bank Balance as of 12/12/23					\$ 3,366.15
Total assets as of 12/12/23					\$ 10,230.72

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



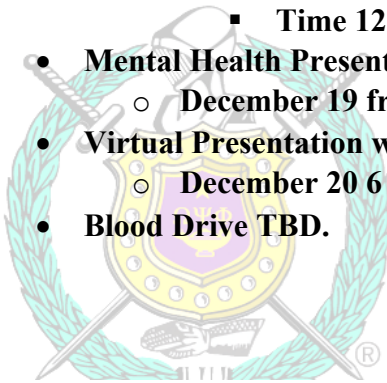
**Psi Mu Nu Chapter
of
Omega Psi Phi Fraternity, Inc.
Committee Report**

Date: 12.13.2023

Committee: Health Initiative

Submitted by: Bro. Tarik Smith

- **Health Fair**
 - **February 17th location at Orange Park Mall – confirmed more information to come.**
 - **Time 12 pm to 4 pm**
- **Mental Health Presentation**
 - **December 19 from 7 pm to 8 pm**
- **Virtual Presentation with Jessica from LifeQuest Organ Recovery Services**
 - **December 20 6 pm.**
- **Blood Drive TBD.**





**Psi Mu Nu Chapter
of
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Committee Report**

Date: 12/13/23

Committee: Talent Hunt

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

- Submit SEC Forms to the KRS, **Deadline by December 18, 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 January 8, 2024**
- 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
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Committee Report**

Date: 16 Dec 2023

Committee: Ways and Means

Submitted by: Bro. Carl Harvin

Bro. Foster is finalizing Causevox website for members to see an actual fundraising page and how the platform operates. We want to see if the chapter wants to use the platform to raise funds for our scholarship drives, as well as the Keith Jones Endowment fund.

In addition to that I have looked at another venue that Bro. Stephen Joyce recommended to me to research and compare it to causevox. I checked and compared it to Causevox. The platform is www.constantcontact.com. It's less expensive and seems less technological than causaevox. It's a marketing platform where email and other social media- Facebook, Instagram, and linkedIn- are used to build your platform for fundraising.

Causevox

Basic Plan- free Standard \$155 month Plus \$275 month

Constant contact:

Lite \$12 month Standard \$35 month Premium \$80 month

For Future Housing of a Chapter House, I have available to donate- hard drive, monitor, mouse, a tablet, printer, and ink.



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



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
Omega Psi Phi Fraternity, Inc.
Committee Report**

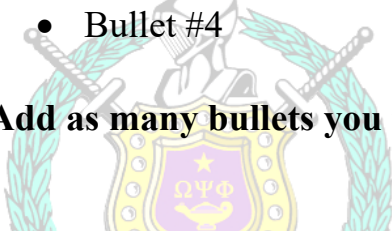
Date:

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
of
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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.



Ω Ψ Φ
OMEGA PSI PHI



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

Committee Report

Date: 16 December 2023

Committee: Chapter Anniversary

Submitted by: Edward Williams/ Vince Forster

- Event will take place at the D. Ware Educational Community Center

Located at 105 Fox Valley Drive, Orange Park, FL

- **Date:** 27 January 2024 @ 1600(4pm) – 2200(10pm)
- **Attire:** Purple Jacket/(40yrs or older Gold Jacket) white shirt, purple tie, black slacks
- **Participates:** Brothers only event
- **Cover Charge :** Free
- **Building rental :** \$250
- **Building deposit:** \$ 100
- **Buffet Catered food & Beverages:** \$1000 (\$200 discount)
- **Seating for (30)w/ Covered Tables & minimal décor:** \$300 (no Charge)
- **Set up, break down and clean used area:** \$ 200 (no Charge)