

CE&CF

BOARD MEETING

May 29, 2020

Present via Zoom Teleconference: Bill Giesler, Wayne Gilsdorf, Bill Hoeb, Jerry Lang, Bernie Meese, Steve Simendinger, John Strohbach, Jim Sparrow and Barry Wanninger. (Excused: Mike Dever, Eric Haines) Quorum Present.

February 21, 2020 Minutes – Dick Fenstermacher moved to accept, John Strohbach seconded – unanimous approval.

Email Vote to Replace Omega Fi Services – Dick Fenstermacher moved that “The Board certify the May 8, 2020 Email vote that unanimously approved the hiring of Create Dev, LLC and Association Connection as our contracted suppliers to replace Omega Fi for website and administrative services effective immediately.” Seconded by Bill Hoeb. Unanimous approval.

President's Report – Bill Giesler

Bill introduced and thanked Megan Prewitt, Association Connection, for their efforts to host today's Zoom Meeting.

CE&CF:

The sale of the Digby lot was finalized in late February and it is now owned by UCPHC. We had a successful event on Feb 29 to discuss where we go with our fundraising programs and efforts. Unfortunately, before we could move on to our next phase of that effort, we decided to pause our efforts until later this year when the timing of developing next steps will be better. See the Summary at the end of this Report from Bill Mulvihill that details where we left off.

Eric Haines' daughter, Callie, arrived on May 14. Everyone is healthy and doing great. Eric's 3-year term on the board ends this month and he would like to have another young alum fill his CE&CF board seat. (See New Business)

Active Chapter

By: Sam Kendall, Active Chapter President

During the first half of the 2020 spring semester, Alpha Xi continued to thrive in many aspects on campus and in the Greek community, such as recruitment, leadership, intramurals, and philanthropy. Furthermore, the Alpha Xi chapter is proud to say that the dominance across campus has continued into the months of March, April, and May, even through some unique circumstances. Beginning on March 1st, the newly elected SMC, Sam Kendall, took over as the chapter leader in preparation for the study abroad departure of former SMC Luke Bowles. Although all university-sponsored travel had been canceled in early March, chapter decided to continue with the presidential transition to lead active chapter and the executive board the remaining two and a half months of the spring. Besides the early presidential transition, Alpha Xi held the yearly executive board elections during the first week of March with the timeline of an early May official transition. Additionally, in early March, brother Brian Kemper led an event at Camp Higher Ground called Future Greek

Leaders in which he helped younger members of Alpha Xi and many other IFC fraternities at UC develop the leadership skills needed to build a successful chapter.

Unfortunately, large chapter events and operations were forced to be suspended or canceled due to the COVID-19 outbreak. However, chapter would still like to recognize the hard work and preparation many members put in to coordinating these events. First off, brothers Cam Carlin and Joe Kemper planned our annual Karen Wellington Foundation Week filled with a comedy night, restaurant donation deals, a 3-on-3 basketball tournament, and a live-music concert. Although this week was unable to occur in late March, the planning and advertising completed by these brothers helped to raise awareness of the foundation and propel the future success of the week. Additionally, brother Adam Deuber's new member process was cut short due to the pandemic. Adam, as well as recruitment chair Jake Borman, did an outstanding job beginning the development of the 11 new members into future Alpha Xi leaders. In accordance with Pike Nationals and UC IFC, the 11 new members will be officially initiated within the first few weeks of the fall semester. Lastly, chapter would like to acknowledge the creativity of brothers Ben Leonardi and Zane Dennler for their planning of Parent's Weekend in late April. Usually the event is hosted at the Nester Home, but this year Ben and Zane utilized the lasting bonds of Alpha Xi to set up an event at March 1st Brewery in coordination with Alpha Xi alum Mark Stuhldreier. Although many of these events were either cut short or canceled due to COVID-19, the countless hours offered by our active members to plan these events once again illustrates the continued success of the Alpha Xi chapter.

Lastly, the hard work and high morale of the Alpha Xi chapter was recognized by the entire UC Greek Community through the virtual Greek Awards hosted at the end of the semester. When I say Alpha Xi nearly swept the awards this year, I mean absolutely zero over exaggeration. Below are the awards given to Alpha Xi at the conclusion of the 2019-2020 school year:

- Outstanding Brotherhood
- Outstanding Service Event
- Outstanding Chapter Event
- Philanthropist of the Year (Joe Kemper)
- Outstanding Housing Corporation Member (Alex Glutz)
- Professor of the Year (Dave Rapien)
- Overall Gold Level Chapter
- Outstanding Chapter
- IFC Overall Premier Chapter

Alpha Xi would not have reached this success if it was not for the constant effort and dedication brought by each brother. Although the semester may have been cut short due to some unforeseen circumstances, I can confidently say that it is an absolutely outstanding and proud time to be a part of the Alpha Xi brotherhood.

SHA

By: Mark Woods, SHA President

No report received. The Committee is currently not active.

UCPHC

By: Alex Glutz

- Occupancy in the house has been reduced but rent has continued to be collected from the majority of all lessees.
- Near term items include executing 2020-2021 Chapter Master Lease and potentially modifying mortgage from 4.875% to 4.5%.
- Discretionary projects on hold for time being.

Bill Giesler noted that current occupancy is now approximately 10 – 15, given the closure of the University due to the COVID-19 crisis. Alex is working with Active Chapter to develop housing rules and standards that insure that compliance with CDC guidelines are met on a changing and ongoing basis. This includes the determination of maximum house/room occupancy at any one time, establishing of social spacing standards for each area of the property, rules for visitors, no social events, allowance for incoming freshmen in the fall, and the like.

SUMMARY OF PLANNED GIVING OFFSITE:

COLLEGE EDUCATIONAL AND CHARITABLE FOUNDATION

RAISE, INVEST, AWARD

OBSERVATIONS OF FEBRUARY 28, 2020

ENHANCING A CULTURE OF PHILANTHROPY

RETREAT

SUMMARY

- Enduring, productive relationships matter.
- Touches matter-in person-print-phone-email-text, etc.
- CE&CF desires to enhance their efforts to raise substantially more private support thru creation and implementation of a new coordinated comprehensive fundraising plan.
- We seek to leverage existing relationships, identify new prospects, and stimulate a higher level of participation in CE&CF's various fundraising activities.
- Key to success will be the identification, qualification, cultivation, solicitation and stewardship of all prospects.
- Identify barriers to success and strategies to overcome them.
- Success will require a dedicated, multi-generational team of PKAs.
- Develop a comprehensive marketing and communication strategy.
- Transition SHA to the group responsible for event management, freeing CE&CF to concentrate 100% of their effort to resource development.
- The final plan should include Goals, Objectives, Tactics, Measurements, Timelines and Responsible Individual.

ANNUAL GIVING

- Current Annual Fund Drive is managed by Omega Fi. Two mailings a year.
 - Raised \$137K since inception in 2013
 - Raised \$11,410 this FY
 - Goal for 2024 \$25,000 per year
- Strategies discussed
 - Provide for more personal ask- peer to peer
 - Ask for renewal and increase from last year
 - Set a goal for % of participation.

- Develop a young alum giving group (30 and under)
- Consider multi-year pledges
- Review giving levels
- Establish new recognition for cumulative giving, years of giving and consecutive years of giving

ENDOWED SCHOLARSHIP FUNDS

- Current State: \$10k minimum threshold, 22 established
 - Needs:
 - Scholarships to continue to recruit the best
 - Housing Enhancements
 - Need based grants
- Strategies discussed:
 - 2024 goal- 50 participants
 - Develop a multi-pronged communication plan aimed at increasing awareness of key role of endowed funds including opportunities to acknowledge current endowed funders
 - Identify a cadre of brothers from those who have already established endowments and solicit their help in encouraging others to create endowments

PLANNED GIVING

- Current State: A few brothers have indicated CE&CF is in the estate. And there is no mechanism in place to discover other brothers who may have done the same.
- Strategies discussed:
 - Goal for 2024 would be \$50,000 per year
 - Gather better data around who has designated the chapter to be a beneficiary in their estate
 - Better communication about the value of bequests for the individual and the chapter
 - Bequests can include life insurance, designation in a will, Charitable Remainder Trusts, and other well-known vehicles
 - Promote the Qualified Charitable Deduction (**QCD**) which allows an individual at 70 ½ and up to donate \$100k per year to the charity or charities of their choice tax free. These donations can count toward the Required Minimum Distribution. A QCD is a tax saving tool that effectively allows for the shifting of charitable deductions from IRS Tax Form 1040, Schedule A, where they may not be entirely useful, to the front page of Form 1040 where they are useful to anyone who pays taxes
 - Develop an annual scholarship luncheon connecting the donors to the recipient of their scholarship

EVENTS

- Current state:
 - Three annual events- Founders Day, Holiday Luncheon and Golf outing
 - Founders Day and Holiday Luncheon generate between \$5-\$10k each per year for the CE&CF general fund
- Strategies discussed:
 - Transitions event management of these activities to SHA. Define SHA and CE&CF roles and responsibilities
 - Use events to recognize current donors and identify and cultivate new prospects
 - Create young alumni events
- Add to senior night a welcome to alumni status and celebrate their senior gift

THEMES

- Lifelong friends.
- Having fun with brothers while becoming men.
- Learning Laboratory.
- Brothers forever.
- Second to none.
- Unity.
- Garnet and Gold.
- Fun-Grow-Forever.

Treasurers Report - Jim Sparrow

Our insurance broker has informed us that all domestic carriers of Fraternity/Sorority Association's separate liability policies will not cover COVID-19 related lawsuits. Only one carrier – Lloyds of London (LL) will do so for these collective Associations, of which we are one. We have agreed to participate in the LL offering and estimate cost to be in the \$3,000 range, about what we pay now. As noted in our last meeting, liability coverage for the Board and UCPHC is \$3,000,000 per event with a \$6,000,000 cap.

UCPHC recently renewed their Building Policy for the house at just under \$10,000.

Fundraising Report – Bill Hoeb

1. Annual Fundraising Program (AFRP)

The 2019-2020 Annual Fundraising Program pledges remain at \$11,410. Just two \$500 payments remain that are due by June 30. An additional \$123,770.80 contributed directly to CE&CF. On June 30, 2020, we will end our relationship with OmegaFi. Our current contract expires on that date and the email motion to move to CreateDev and Association Connection (AC) received unanimous approval. Create Dev (CD) has begun construction of our new website (it will remain ucpikes.org) and we will be meeting by phone and Zoom video with Association Connection in preparation for their assuming responsibility for our expanded administrative support.

AC will originate our 2020-2021 Fundraising endeavor. Bill Hoeb has reviewed several suggested website layouts with CD that incorporate features including an Alumni Directory that will connect users to updated contact information, as well as tabs for the UC Bearcat Scholarship Application, UCPHC, a Directory of Board Members and contact information, a placeholder for eventual usage by SHA, and more. The website will be password protected via the users own created password. It is planned that our current Dropbox account will be replaced by our website for the storage of Minutes, our CE&CF Manual, and related documents. Active Chapter created their own website and that will be available on the ucpikes.org link. Bill Hoeb will review website designs with the Board when they are further along.

As a note, and looking at the possible impact of COVID-19 effects on colleges in the next five years, Nick Orphan reported that in a conversation with Ryan Flickinger, CEO, Pike Foundation, it could well be expected that up to one-third of the 1,800 higher education schools may not have the ability to sustain adequate funding and may fail, resulting in fewer Pike Chapters. A study of this threat and the impact on fundraising and other issues is underway and results will be shared with Nick.

Bill Hoeb asked that Nick ask Ryan Flickinger for a financial accounting of the Alpha Xi Endowment Fund, including the current principle balance on hand. (Jane Van Fossen recently converted the \$6,639 balance in the JVC Scholarship Fund to the Endowment Fund).

2. Founders' Day Banquet

There were 55 alums and 83 actives in attendance at the 2020 Founders' Day Banquet on Friday, February 28 at Kenwood Country Club. CE&CF presented \$50,000 in awards and the event realized a profit of \$4,797.63.

3. Johnson Investment Counsel

Max Klett CONTINUES to do a great job.

Investment Committee Report – John Strohbach

The current value of the portfolio as of this morning is \$1,231,773. Clearly, the fundraising of \$124,000 noted in Bill Hoeb's report above helped offset the market drop.

The Coronavirus has affected (infected) the stock market negatively and, as a result, we expect the portfolio value to be reduced 3 to 5% or more as of June 30, 2020. This will cause all our Named Funds to be reduced in value. On June 30, 2020 we will be able to recalculate new values. Some of our Named Funds could fall below their initial value. We also will have to consider what level of scholarship funding for March 2021 the portfolio will be able to support, as well as our other expenses. More will be known as the year progresses and this topic will be discussed at our August and November meetings. It was agreed that if changes are to be made, Active Chapter would have the opportunity to assess the impact of those changes on recruiting, retention and other initiatives.

The Investment Committee will meet in late July when the final numbers are available and make a recommendation to the board as to a course of action.

Bill Giesler added that in years past, Fundraising "inflow" has well supported Scholarship "outflow", regardless of portfolio performance. Given the dramatic effects of COVID-19, will that continue to be the norm?

Scholarship Committee Report – Barry Wanninger

The Scholarship Committee is waiting to know what to do with the upcoming CE&CF "UC Bearcat" Scholarship selection and presentation, since giving it to a female relative of an Alpha Xi brother is in question due to a current CE&CF bylaw. (Old Business) We usually send out a blanket email to all Alpha Xi Pikes at this time of year to request applications back by July 31st. It is usually presented in the Fall at the active chapter scholarship dinner. The Committee currently has 10 members. Each is being solicited to participate again this fall. Barry's goal is to add a recent graduate who has knowledge of active chapter candidates. Barry will meet with AC to look for possible ways to help us once they are familiar with our other contract needs.

Old Business:

1. CE&CF Articles of Incorporation(Wording)

The CE&CF Articles of Incorporation and CE&CF Purpose Statement currently limit scholarship grants to "male" students within the State of Ohio. Dick Fenstermacher moved that "The Articles of Incorporation dated November 1956, item number 6 and 7, and the current College Educational and Charitable Foundation Purpose Statement, item number 5 and 6 be revised to eliminate the word "male." Bill Hoeb seconded. Unanimous consent.

2. Non-Endowed Scholarships – Evaluate Process for Awarding "Fall Pledge /Top GPA Scholarships

This topic is tabled for discussion until the August meeting.

3. Non-Scholarship Grants – Personal Development and Training

Tabled until the August meeting.

4. CE&CF Succession – Johnson Charitable Gift Fund Endowment

It was generally agreed that the Johnson Quasi-Endowment Agreement is the preferred alternative for succession planning. Bill Giesler will ask Pete Smith to review the document for any changes specific to CE&CF. Each Board member was asked to review the document and provide any concerns or suggestions to Bill Giesler by June 30.

3. Liability Coverage For the Board

Covered in Treasurers Report

4. Planned Giving Initiative

Bill Giesler noted that this endeavor is important to the lifeline of CE&CF as an organization reliant on relationships and funding to support its mission. In addition to the development of a Planned Giving Initiative begun by the Committee, it is critical that we engage and involve Brothers from a mix of age groups including recent initiates. Additionally, Southland Hall has a larger role to play in engaging alumni and has not been active in doing so. As noted in the President's Report, this initiative has been tabled until meeting under COVID-19 restrictions are eased.

5. Digby Lot – Architectural Updates

Meetings with architects are on hold. No capital spending is planned at this time.

New Business:

1. Election of Vice-President

Bill Giesler nominated John Strohbach to serve as Vice-President for the June 2020 – June 2022 term. Seconded by Bill Hoeb. Unanimous approval.

2. Election of Chairman – Investment, Fundraising, and Scholarship Committees

Bill Giesler nominated John Strohbach to serve as Chair, Investment Committee, Bill Hoeb to serve as Chair, Fundraising Committee, and Barry Wanninger to serve as Chair, Scholarship Committee – all to serve for the term June 2020 – 2022. Seconded by Wayne Gilsdorf. Unanimous approval.

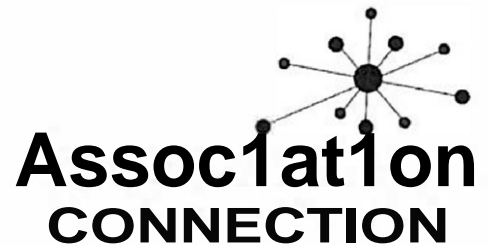
3. Eric Haines term on the Board expires June 2020. Board members were asked to submit names of potential candidates to Bill Giesler for consideration at the August meeting. Consideration should be given to younger candidates that have more familiarity with and can engage recent graduates in CE&CF /SHA endeavors. Names should be submitted by June 30.

Adjourn:

Next Meeting: August 14, 2020

Dick Fenstermacher, Secretary

Attachments: 1. 2020 Signed Agreement With AC; 2. AC Proposal; 3. DC Proposal 4. Lloyds of London Proposal



**2020 AGREEMENT BETWEEN
ASSOCIATION CONNECTION AND
COLLEGE EDUCATIONAL AND CHARITABLE FOUNDATION**

Scope of Work:

Chapter Administrator

- Chapter Administrator assigned to your foundation to provide the lead support and oversee the administration of your foundation.

Foundation Headquarters

- A professional, courteous receptionist answering in the name of your foundation, Monday through Friday, between 8:30 am and 5:00pm.
- A physical address for your foundation. Association Connection will use their mailing address for Annual Scholarship Fund mailings and CE&CF social events (on invitations and payments by check).
- Archival of your required physical files - i.e. non-profit documents, financials, etc.
- Archival of your electronic files - including a secure nightly on-site and off-site backup for safekeeping.
- All the equipment needed to run your foundation - computers, printers, fax, scanner, color copier, dymo label printer, postage meter, etc.
- Custom Access Database designed for foundation and meeting management.
- Software programs included at no charge: Word, Excel, PowerPoint, Publisher, Art Publisher Pro, QuickBooks Pro Accountants Edition.

Board of Directors

- Work closely with designated board members on various projects. Provide input and recommendations, establish procedures and protocols, streamline for efficiency.
- Provide a timely response to designated board members.
- Update Board manual annually.
- Store CE&CF documents on ucpikes.org website - i.e., Board Minutes, Board Manual and Financials.

Membership Management

- Provide a timely response to all member requests.
- Maintain database of membership - regularly updating contact information.
- Assist with membership related tasks.

Scholarship Fund

- Assist in the development, production and mailing of annual scholarship fund packet.
- Assist with scholarship applications and review.
- Receive and process contributions - record donations, send thank you letters/gift receipt letters, send checks to Johnson Investment Counsel.

Event Administration (Christmas Scholarship Luncheon & Founders' Day Event)

Event Promotion:

- Set up the online event registration.
- Create and send the initial event invitations - via mail and email.
- Send reminder invitations/promotions via email.
- Maintain list of registered attendees.
- Assist in preparation of materials - such as event program, etc.
- Prepare nametags for registered attendees.

Onsite Support

- Arrive early to the event to check the venue for correct setup, AV needs, etc.
- Set up the registration table and welcome attendees as they enter and provide them with their nametag.
- Mark registration list with any no-shows.

Post Meeting Administration

- Reconcile registration list and update database with no-shows and walk-in attendees.
- Invoice non-payments and no-shows - if needed.
- Provide any feedback about the venue, comments from attendees, etc.

Website Maintenance

- Maintain website content with current information as provided by board.
- Maintain calendar of events with current information and links for registration.
- Maintain online directory of active members.

Communication

- Monitor the foundation email and respond appropriately in a timely manner.
- Send email communications to the membership distribution list as directed by board.
- Facilitate any hard copy mailings as needed.
- Inform President of any emerging trends noticed or concerns.

Financial Management

- Receive and process payments.
- Maintain record of payments received.
- Send payments to Johnson Investment Counsel

Monthly Fee:

Association Connection agrees to provide the above list of services for CE&CF at the rate of \$480.00permonth (12hourspermonth @\$40.00perhour). FromJuly1, 2020 through December 31, 2020.

Exclusions - Billed Separately:

Exclusions to these services listed above are purchased or outsourced items, including but not limited to: conference attendance, postage, printing, photocopies, credit card processing fees, mileage to and from events from our office, shipping, letterhead/envelopes, office supplies, etc.

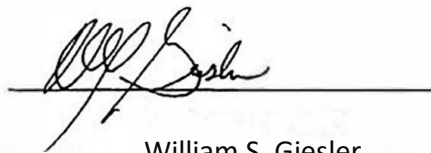
Ifaspecialprojectorservicearises thatis not listed above and deemed outside the general nature of the proposed list of services, an estimate will be provided from Association Connection and will require the President's approval.

Terms:

Billing occurs on or around the 25th of the month. Payment each month is due within 15 days of invoice.

This agreement may be terminated by either party with 90 days' notice provided in writing.

Signature of both parties below indicates acceptance of the preceding conditions stated in this document.



William S. Giesler
President, CE&CF Board of Directors

5/27/2020

Date



Sandra K. Hatmaker, President
Association Connection

5/28/2020

Date



April 25, 2020

Mr. William Giesler
Mr. William Hoeb
CE&CF

Dear Bill and Bill,

It was a pleasure meeting with you via Zoom recently. I am so pleased to have the opportunity to propose our services to the CE&CF.

I think you will find that the services we provide are very much in line with the services needed by CE&CF. We specialize in providing administrative support to membership associations such as yours and are very familiar with the operations of a board-run association.

Following is a proposal providing a general outline of services for CE&CF. I did my best to propose the services that we discussed, but keep in mind that this is merely a general outline and we can provide all kinds of administrative support. It is our goal to customize our services to the specific needs of your organization.

I would welcome the opportunity to further discuss with you. Please feel free to contact me with any questions. I look forward to hearing from you!

Sincerely,

Sandy K. Hatmaker
President

Proposal Outline for



College Educational and Charitable Foundation

I. Contact Information

II. Qualifications

III. Services

IV. Monthly Fee

Proposed Services for College Educational and Charitable Foundation

I. Contact Information:

This proposal is submitted by:

Sandy K. Hatmaker
President
Association Connection
4010 Executive Park Drive, Suite 100
Cincinnati, OH 45241
513-554-4811
sandy.hatmaker@associationconnection.net

II. Qualifications:

Association Connection is committed to providing superior administrative support to non-profit, membership organizations. Our goal is to custom-tailor our services to the specific needs of the organization.

Association Connection can provide CE&CF a permanent home and professional staff, thus creating continuity for your board and members year after year.

Each member of the Association Connection team is an experienced administrator providing the skills needed to efficiently manage an organization. Working with multiple associations allows us to experience a variety of best practices and ideas and share them with our organizations. We bring to the table fresh ideas, suggestions, and guidance to the board, chairs and committees in areas such as: membership recruitment/retention, sponsorship, meeting planning, website maintenance, and much more.

As it would be impossible to list every task we would perform for CE&CF, we have listed below a general outline of the services we would provide. Again, keep in mind that we offer many services in addition to those listed below and we can customize our services in order to specifically accommodate the organization's needs and/or budget.

III. Services:

Chapter Administrator

- Chapter Administrator assigned to your association to provide the lead support and oversee the administration of your association.

Association Headquarters

- A professional, courteous receptionist answering in the name of your association, Monday through Friday, between 8:30 am and 5:00 pm.
- A physical address for your association.
- Archival of your required physical files – i.e. non-profit documents, financials, etc.
- Archival of your electronic files – including a secure nightly onsite and offsite back up for safekeeping.
- All the equipment needed to run your association – computers, printers, fax, scanner, color copier, dymo label printer, postage meter, etc.
- Custom Access Database designed for association and meeting management.
- Software programs included at no charge: Word, Excel, PowerPoint, Publisher, Art Publisher Pro, QuickBooks Pro Accountants Edition.

Board of Directors

- Work closely with board and committee members on various projects. Provide input and recommendations, establish procedures and protocols, streamline for efficiency.
- Provide a timely response to board member.
- Update Board manual annually.
- Store CE&CF documents on Dropbox – i.e., Board Minutes, Board Manual, Financials.

Membership Management

- Provide a timely response to all member requests.
- Maintain database of membership – regularly updating contact information.
- Assist with membership related tasks.

Scholarship Fund

- Assist in the development, production and mailing of annual scholarship fund packet.
- Assist with scholarship application submission process and review.
- Receive and process contributions – record donations, send thank you letters/gift receipt letters, send checks to Johnson Investment Counsel.

Event Administration (Christmas Luncheon & Founders' Day Event)

Event Promotion:

- Set up the online event registration.
- Create and send the initial event invitations – via mail and email.
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- Prepare nametags for registered attendees.

Onsite Support

- Arrive early to the event to check the venue for correct setup, AV needs, etc.
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- Maintain website content with current information as provided by board.
- Maintain calendar of events with current information and links for registration.
- Maintain online directory of active members.

Communication

- Monitor the association email and respond appropriately in a timely manner.
- Send email communications to the membership distribution list as directed by board.
- Facilitate any hard copy mailings as needed.
- Inform President of any emerging trends noticed or concerns.

Financial Management

- Receive and process payments.
- Maintain record of payments received.
- Send payments to Johnson Investment Counsel

IV. Monthly Fee:

Association Connection proposes we begin by providing the above list of services for CE&CF at the rate of \$480.00 per month (12 hours per month @ \$40.00 per hour). We would suggest a review of the number of hours needed after 6 months and again at 12 months and propose an adjustment as needed.

Exclusions – Billed Separately:

Exclusions to the services listed above are purchased or outsourced items, including but not limited to: postage, printing, photocopies, credit card processing fees, mileage to and from events, shipping, letterhead/envelopes, office supplies, etc.

If a special project or service arises that is not listed above and deemed outside the general nature of the proposed list of services, an estimate will be provided from Association Connection and will require the President's approval.

April 17, 2020

Ucpikes.org into full alumni site but maintaining split off to active chapter

Take ucpikes.org and recreate website using content roughly from:

<https://websites.omegafi.com/omegaws/pikappaalphacincyalumni/>

With some of the following changes

- Home
 - Add address to home page and get rid of contact page.
 - Remove maroon bar and edit footer
- Update contact info (form to email new) ((drop down is redundant))
 - Membership directory (please submit your contact information)* required
 - Registration page to log on to be allowed to search Alumni
- Annual fund - make a contribution
- Scholarship ((drop down is redundant))
- Testimonials - copy them over make system to add more.
- Photos gallery (drop this for now)
- News and Info (delete)
- Contact (delete)

Create new design with implementing some version of the crest.

\$3990 (reduced from minimum site charge of \$4428 for non-profit org) one time labor setup (we offer dividing this up over 12 months payments and adding to ongoing support and hosting feeds listed below)

Ongoing support and hosting.

To manage larger site it will be moved to larger hosting plan. There is also an hour of labor build into the following price for edit and upkeep

\$85/mo.

(If you believe more design time is needed please let me know.)

PO # (if applicable) _____

Turnaround and Payment Terms: Approximate one month turnaround time.

Once started, final invoice will be submitted no later than 30 days after start date, regardless of project delivery schedule delays.) 30-day payment terms of final invoice is subject to 2% penalty per month late fees. If needed, credit card payment accepted, though subject to separately invoiced 3% charge.

Warranty:

This contract and initial payment (if described in Payment sections) assumes commitment to project. Changes to the project can be made based on approval from CreateDev LLC. CreateDev LLC is not responsible for any property damage, time or data loss while working on projects, for subsidiaries and at another location on behalf of the client, including as a result from advice given by CreateDev LLC or for equipment or data taken offsite for repair. The working schedule of CreateDev LLC, beyond reasonable request, will be made at CreateDev LLC discretion. The project will not be considered invalid, if the project is not completed in expected aforementioned "Turnaround" timetable.

Any included hardware assumes manufacturer's warranty only. Extended warranty on parts available on some hardware for an extra charge upon request, at time of purchase. During installation or maintenance of software or hardware, and any time after installation, CreateDev LLC will not be held liable for any obstruction of services or held liable for loss of equipment, time or data as a result of CreateDev LLC installation or maintenance processes. This includes and is not limited to any revenue lost from salary, materials, incorrect information and revenue sources that are obstructed because of down time. Concerning web hosting services or downtime of equipment, CreateDev LLC is not liable for any revenue lost from salary, materials, incorrect information and revenue sources that are obstructed because of downtime of server or any other equipment.

With respect to use of logos, trademarks, artwork or any other protected material Client wants CreateDev LLC to use in its project, Client shall hold CreateDev LLC harmless from and indemnify and defend CreateDev LLC against any and all claims, demands, liability, loss, cost and expense (including, without limitation, reasonable attorneys' fees) arising from the use of such logos, trademarks, artwork, or any other protected material. 2D and 3D GRAPHICS ARE FOR INFORMATIONAL AND ILLUSTRATION PURPOSES ONLY. ALL PRODUCT, SERVICE AND CORPORATE NAMES ARE THE PROPERTY OF THEIR RESPECTIVE OWNERS.

Signature

Date

GENERAL LIABILITY COVERAGE

We propose to effect the following insurance on your behalf. Please examine this document carefully! If it is incorrect, please advise us immediately! This proposal / quotation is subject to all its terms and conditions, and the final terms and conditions of the policy when issued.

UNDERWRITER:

Underwriters @ Lloyd's, London and Liberty Mutual Insurance Europe SE

LIMITS OF COVERAGE:

<u>COVERAGES</u>	<u>LIMITS</u>
Bodily Injury & Property Damage	\$ 1,000,000 Per Occurrence / \$2,000,000 Aggregate \$ 50,000 Fire Damage Liability <i>Aggregate Limits Per Location</i>
Personal Injury / Advertising Injury	\$ 1,000,000 Any One Person or Organization
Medical Payments	\$ 5,000 Any One Person

GENERAL LIABILITY:

- J (A) Plus Wordings And Endorsements / As Agreed By Underwriters
- Per Agreed (JRFCo - L.L. Format) Fraternity / Sorority Program
- U.S. Copyrighted Form / (JRFCo / F&S Liability / London 2013)
- General Liability / Occurrence Form
- Hired & Non-Owned Automobile Liability
- No Auto Physical Damage Coverage Is Provided
- Named Insured / Who Is Insured / Annual Reporting & Adjustments

Including Agreed Endorsements #A thru #G as follows:

- A) Special Extension Primary Coverage
- B) Special Additional Exclusion - Hazing
- C) Special Additional Exclusion - Sexual Abuse or Misconduct
- D) Special Additional Exclusion - Assault and / or Battery
- E) Special Additional Exclusion - Violations of Fraternity Alcohol Policy
- F) Punitive Damages
- G) Special Additional Exclusion - Contractual Liability - Host Schools

GENERAL LIABILITY COVERAGE (continued)

FORM: GENERAL LIABILITY (continued)

Including Additional Agreed Forms & Wordings as follows:

1. Schedule of Coverage Forms Applicable
2. Schedule of Insured Exposures
3. Common Policy Conditions
4. Limits of Insurance Declarations
5. Aggregate Limits of Insurance (Per Location)
6. Fraternity / Sorority Additional Definitions
7. Employers Overhead Liability / All Monopolistic W.C. States
8. Employee Benefits Liability - (Claims Made Coverage)
9. Employee Benefits Liability - Extended Reporting Period 90 Days
10. Nuclear Energy Liability Exclusion Endorsement (Broad Form)
11. Additional Insureds - Designated Person or Organization
 - As Requested by the Insureds and Agreed by Underwriters
12. Additional Charge @ \$250 each Additional Insured / Per Policy Year
13. Primary Additional Insureds @ \$500 each Additional Insured / Per Policy Year

INTEREST: GENERAL LIABILITY

- Legal Liabilities of the Insured's per General Liability Coverage Form Agreed by Underwriters
- Schedule of Insured Exposures per Current Schedule of Insured Exposures (a.k.a. "Chapters & Members" list) as Agreed by Underwriters and Kept on File with James R. Favor & Company

GENERAL LIABILITY COVERAGE (continued)

SUM INSURED: GENERAL LIABILITY

Up to 100% of Limit each Coverage as Per Form Agreed by Underwriters

Coverage A. Bodily Injury & Property Damage:
\$1,000,000 Per Occurrence / \$2,000,000 Aggregate
\$ 50,000 Fire Damage Liability
Aggregate Limits Per Location

Coverage B. Personal and Advertising Injury:
\$1,000,000 Any One Person or Organization

Coverage C. Medical Payments:
\$5,000 Any One Person

SITUATION: U.S.A. & CANADA

CONDITIONS: GENERAL LIABILITY

- Deductible Endorsement / Deductible Applicable to All Loss, Cost, Expense
- Agreed Additional, Newly Acquired Chapters / Locations and Closures Automatically Covered Hereon, Subject to Prompt Advice and Annual Update of Exposures / Adjustments to James R. Favor & Company, LLC.
- Certificate General Declarations / Fraternity & Sorority Program
- Listing of Underwriters Participation and References
- Several Liability Notice (LSW 1001)
- Service of Suit Clause (NMA 1998) Naming Locke, Lord, Bissell
- Applicable Law U.S.A. (LMA 5021)
- Lloyd's Privacy Policy Statement (LSW 1135B)
- Absolute Micro-Organism Exclusion
- Biological & Chemical Materials Exclusion (NMA 2962)
- Total Asbestos Exclusion
- TRIA Coverage Not Purchased Clause (LMA 5219)
- War & Terrorism Exclusion (NMA 2918)
- Sanction Limitation and Exclusion Clause (LMA 3100)

GENERAL LIABILITY COVERAGE (continued)

CONDITIONS: GENERAL LIABILITY (continued)

- 90 Days Cancellation Clause or Non-Renewal as Applicable for the Entire Account or any Insured / Chapter / Location
- Risk Management Survey / Inspections & Loss Control Program to be Directed by James R. Favor & Company
- Claims Reporting and Coordination / Loss Information Data to be Directed by James R. Favor & Company
- Claims Services / (Reporting to James R. Favor & Company, LLC) Liability TPA Services CJW and James R. Favor & Company, LLC

NOTABLE POLICY EXCLUSIONS:

Standard Policy exclusions apply. The following is not a complete listing of all policy exclusions. The actual policy language reflects all exclusions that pertain to and affect your coverage. Some examples of the standard policy exclusions include:

- | | |
|---|---|
| <input checked="" type="checkbox"/> <i>Expected or Intended Injury</i> | <input checked="" type="checkbox"/> <i>Pollution</i> |
| <input checked="" type="checkbox"/> <i>Unemployment Compensation</i> | <input checked="" type="checkbox"/> <i>War</i> |
| <input checked="" type="checkbox"/> <i>Aircraft</i> | <input checked="" type="checkbox"/> <i>Property in your Care, Custody, or Control</i> |
| <input checked="" type="checkbox"/> <i>Owned, Rented, Occupied Property</i> | <input checked="" type="checkbox"/> <i>Damage to Your Work</i> |
| <input checked="" type="checkbox"/> <i>Damage to Your Products</i> | <input checked="" type="checkbox"/> <i>Product Recall</i> |
| <input checked="" type="checkbox"/> <i>Loss of Use</i> | <input checked="" type="checkbox"/> <i>Advertising Injury from Your Products</i> |
| <input checked="" type="checkbox"/> <i>Breach of Contract</i> | <input checked="" type="checkbox"/> <i>or Services</i> |
| <input checked="" type="checkbox"/> <i>Workers Compensation</i> | |

GENERAL LIABILITY COVERAGE (continued)

NOTABLE POLICY EXCLUSION - LOSS DUE TO VIRUS OR BACTERIA:

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

Loss Due To Virus Or Bacteria

We do not cover loss or damage directly or indirectly caused by or resulting from any virus, bacterium or other microorganism that induces or is capable of inducing physical distress, illness or disease. This exclusion applies regardless of any other cause or event contributing to the loss concurrently or in any other sequence.

The terms of the exclusion above, or the inapplicability of this exclusion to a particular loss, do not serve to create coverage for any loss that would otherwise be excluded by this Policy.

ALL OTHER TERMS, CONDITIONS AND EXCLUSIONS OF THIS POLICY REMAIN UNCHANGED.

SPECIAL PROPOSAL / QUOTATION CONDITIONS:

- **Excluding All Coverage for the Following Exposures / Locations**
 - Any Chapter / Colony / House Corporation / or other Exposure Not Disclosed on the Schedules of Exposures Filed with Underwriters
 - Any Exposure Excluded by Specific Endorsement to the Policy
- **U/W Require Accurate Communications Information for all House Corporations Essential to Establish Inspection & Loss Control Program**
- **Satisfactory Inspections or Response to Loss Control Requirements Required**
 - Coverage Cancellation Possible for any Location that Fails to Respond or is Unwilling to Comply with Essential Loss Control Requirements

HIRED & NON-OWNED AUTOMOBILE LIABILITY COVERAGE

We propose to effect the following insurance on your behalf. Please examine this document carefully! If it is incorrect, please advise us immediately! This proposal / quotation is subject to all its terms and conditions, and the final terms and conditions of the policy when issued.

UNDERWRITER:

Underwriters @ Lloyd's, London and Liberty Mutual Insurance Europe SE

LIMITS OF COVERAGE:

<u>COVERAGES</u>	<u>LIMITS</u>
Hired Auto Liability	\$ 1,000,000 Limit per Occurrence
Non-Owned Auto Liability	\$ 1,000,000 Limit per Occurrence
Chapter Hired & Non-Owned Auto Coverage	\$ 100,000 Limit per Occurrence
Hired & Non-Owned Auto Physical Damage	
Comprehensive	No Coverage Provided
Collision	No Coverage Provided

COVERAGE DESCRIPTION:

Hired Auto Liability:

The insurance coverage provided applies to bodily injury or property damage claims arising out of the maintenance or use of a "Hired Auto" by an insured or an insured's employees, but only where the "Hired Auto" is used in an insured's business.

Non-Owned Auto Liability:

The insurance coverage provided applies to bodily injury or property damage claims arising out of the maintenance or use of a "Non-Owned Auto" by any person other than an insured, but only where the "Non-Owned Auto" is used in an insured's business.

DEFINITIONS:

AUTO: A land motor vehicle, trailer or semi-trailer designed for travel on the public roads including any attached machinery or equipment.

AUTO BUSINESS: The business or occupation of selling, repairing, servicing, or parking "autos".

HIRED AUTO: Any "auto" an insured leases, hires or borrows. This does not include any "auto" an insured leases, hires, or borrows from any of an insured's employees or members of their households, or from any partner or executive officer of an insured.

NON-OWNED AUTO: Any "auto" an insured does not own, register, lease, hire or borrow.

H&NO AUTOMOBILE LIABILITY COVERAGE (continued)

STATE FINANCIAL RESPONSIBILITY LAWS:

More than one automobile policy may apply to claims that arise in this area of coverage. State statutes often called financial responsibility laws (because they establish financial responsibility or minimum insurance requirements for persons that wish to own or operate automobiles) or case law dictate which auto policy is obligated to make payment first. The most common order of payment is:

- 1) The Vehicle Operator,
- 2) The Vehicle Owner, and lastly,
- 3) Any other potentially responsible party.

This Hired and Non-Owned auto coverage is Excess of Any Other insurance that may apply to a claim including auto insurance of employees or volunteers as these autos are Non-Owned Autos.

WHO IS INSURED:

- ✓ Those that qualify as insureds under your General Liability Coverage.
- ✓ Any other person using a “hired auto” with the permission of the insured who hired the auto.

WHO IS NOT INSURED:

- ☒ “Undergraduate Insureds”.
- ☒ Any person or entity with respect to any “auto” owned by such person or entity or a member of such person’s household.
- ☒ Any person while employed in or otherwise engaged in duties in connection with an auto business.
- ☒ The owner or lessee (of whom an insured is a sub-lessee) of a “hired auto” or the owner of a “non-owned auto” or any agent or employee of any such owner or lessee.

Notable Policy Exclusions: Standard Policy exclusions apply. The following is not a complete listing of all policy exclusions. The actual policy language reflects all exclusions that pertain to and affect your coverage. Some examples of the standard policy exclusions include:

- ☒ Damage to Property owned or being transported by, or rented or loaned to an insured
- ☒ Damage to Property in the Care, Custody, or Control of an insured
- ☒ Bodily Injury or Property Damage resulting from the handling of Property
- ☒ Bodily Injury or Property Damage resulting from the movement of Property by a Mechanical Device unless it is attached to the Hired or Non-Owned Vehicle.

EXCESS LIABILITY COVERAGE

We propose to effect the following insurance on your behalf. Please examine this document carefully! If it is incorrect, please advise us immediately! This proposal / quotation is subject to all its terms and conditions, and the final terms and conditions of the policy when issued.

TYPE: Excess Liability (Occurrence Form)

UNDERWRITER: Underwriters @ Lloyd's, London and Liberty Mutual Insurance Europe SE

<u>LIMITS OF COVERAGE:</u>	Per Occurrence\$3,000,000 General Aggregate\$6,000,000
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COVERAGE: Excess Liability policies provide coverage "excess" in the event of a claim made that exhausts the limit of your underlying in-force Primary General Liability, Employers' Liability and Automobile Liability insurance coverage(s). The proposed Excess Liability coverage is "Follows the Form" and is subject to Primary and Underlying policy forms, terms, conditions and exclusions.

EXTENDS ADDITIONAL PROTECTION ABOVE:

General Liability, Employers Liability and Automobile Liability

- Requires Underlying Limits of Coverage for General Liability of:
 - \$2,000,000 General Aggregate
 - \$2,000,000 Products & Completed Operations Aggregate
 - \$1,000,000 each Occurrence Limit
 - \$1,000,000 for Personal & Advertising Injury Limit
- Requires \$ 1,000,000 Underlying Limit for Commercial Automobile Liability
- Requires \$ 1,000,000 Underlying Limit for Employers Liability

NOTABLE POLICY EXCLUSION - LOSS DUE TO VIRUS OR BACTERIA:

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

Loss Due To Virus Or Bacteria

We do not cover loss or damage directly or indirectly caused by or resulting from any virus, bacterium or other microorganism that induces or is capable of inducing physical distress, illness or disease. This exclusion applies regardless of any other cause or event contributing to the loss concurrently or in any other sequence.

The terms of the exclusion above, or the inapplicability of this exclusion to a particular loss, do not serve to create coverage for any loss that would otherwise be excluded by this Policy.

ALL OTHER TERMS, CONDITIONS AND EXCLUSIONS OF THIS POLICY REMAIN UNCHANGED.

EXCESS LIABILITY COVERAGE (continued)

Notable Policy Exclusions: Standard Policy exclusions apply. The following is not a complete listing of all policy exclusions. The actual policy language reflects all exclusions that pertain to and affect your coverage. Some examples of the standard policy exclusions include:

- | | |
|--|--|
| <input checked="" type="checkbox"/> All Underlying Policy Exclusions | <input checked="" type="checkbox"/> Asbestos |
| <input checked="" type="checkbox"/> Employment Practices | <input checked="" type="checkbox"/> ERISA |
| <input checked="" type="checkbox"/> Pollution | <input checked="" type="checkbox"/> Uninsured and Underinsured Motorists |
| <input checked="" type="checkbox"/> War | <input checked="" type="checkbox"/> Workers' Compensation |
| <input checked="" type="checkbox"/> Damage to Your Products | <input checked="" type="checkbox"/> Damage to Your Work |

TERMS, CONDITIONS, FORMS and ENDORSEMENTS:

A. **Commercial Excess Liability Policy Form** (Specimen policy form available upon request)

B. **Required Schedule of Underlying Insurance**

- General Liability Insurance Underwritten by Lloyd's, London
- Employers Liability Insurance Underwritten by Lloyd's, London
- Employers Overhead Liability Insurance Underwritten by Lloyd's, London
- Employee Benefits Liability Insurance Underwritten by Lloyd's, London
- Automobile Liability Insurance Underwritten by Lloyd's, London
- Hired & Non-Owned Automobile Liability Insurance Underwritten by Lloyd's of London

C. **Exclusion of Specific Insureds and No Prejudice to Remaining Insureds**

No insurance coverage afforded by this policy shall apply to any Chapter, Colony or Undergraduate Members as those terms are defined in the underlying insurance. The coverage afforded by this policy to any person or organization not excluded above shall not be impaired or prejudiced by the payment of claims or erosion of the limits of insurance of the underlying insurance by claims against any Chapters, Colonies or Undergraduate Members

D. **Coverage pertains only to** the General Fraternity, Educational Foundation, Alumni Boards, House Corporation Boards, Alumni Volunteer Boards, Alumni Advisors and Alumni Volunteers recognized by the General Fraternity, in good standing and in full compliance with all General Fraternity's Policies, Resolutions, Laws and Procedures.

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|--|---|
| <ul style="list-style-type: none">• No flat cancellations / Premium is 100% Minimum and Deposit• 25% Minimum Earned Policy Premium• Basis of Premium is Flat Charge, not subject to premium audit upon expiration• Unimpaired Aggregate Limit Endorsement (Non-concurrence of underlying)• Sub-limited Coverages Exclusion / Cross Suits Exclusion• Communicable Disease Exclusion• Fungi or Bacteria Exclusion / Lead Exclusion• Real and Personal Property Care, Custody or Control - Exclusion | <ul style="list-style-type: none">• Exclusion Hired and Non-Owned Auto Liability – Alumni Associations, House or Alumni Corporations, Control or Advisory Boards• Exclusion Emails, Fax, Phone Calls or other methods of Sending, Recording and Distributing material or info• Binding Arbitration• Combined Policy Exclusions• Absolute Pollution and Pollution Liability Related Exclusion / Nuclear Energy Liability Exclusion• Occupational Disease Exclusion• Terrorism Exclusion / Auto Exclusion of Terrorism Coverage |
|--|---|