



**Southwest Province
2025 Spring Assembly Minutes
March 7th - 9th, 2025**

Host Chapter: Delta Theta
Marriott Historic Fort Worth Stockyards
2537 N Main St, Fort Worth, TX 76164

Friday, March 7th - Casual Dress

- 3:00 PM: Hotel Check In Begins
- 5:30 PM – 6:30 PM: SWP Executive Committee Meeting
- 7:00 PM – 9:30 PM: Social Location
 - Second Rodeo 122 E Exchange Ave Ste 340, Fort Worth, TX 76164

Saturday, March 8th – Business Casual

- 7:45 AM: Late Registration
- 9:00 AM – 12:00 PM: First General Session
 - Call to Order - Satrap
 - Opening Ritual – Officers & Supervisors
 - Invocation – Chaplin
 - Welcome – Satrap
 - Hosting Chapter Welcome – Zeta Lambda
 - Visitor Welcome – Vice-Satrap
 - International Officers – Supervisors and Visitors
 - Delegate Seating – Secretary
 - Group Activity – All
 - [Roll Call](#)
 - Reading of the minutes, suspended
 - International Executive Committee, Province Communication
 - [Reports](#)
 - Officer Reports – Province Officers
 - Supervisors Reports – Province & Assistant Province Supervisors
 - Chapter Reports – Secretary & Historian
 - Old Business – Satrap
 - Reading of bylaw amendments
 - New Business – Satrap
 - Nominations Open
- 12:00 PM – 1:30 PM: Lunch
- 1:30 PM – 2:00 PM: Chapter Sales
- 2:00 PM – 5 PM: Second General Session
 - [Roll Call](#) – Secretary
 - New Business
 - Nominations & Officer Elections - Satrap Maci Diaz & Supervisor Allie Fay
 - Satrap:
 - Lauren Johnson (Delta Theta)

- Vincent Tavalez (Zeta Eta)
- **Winner – Vincent Tavalez (Zeta Eta)**
- Vice Satrap:
 - Kira Babinetz (Zeta Lambda)
 - Lauren Johnson (Delta Theta)
 - ~~Vincent Tavalez (Zeta Eta)~~
 - **Winner – Kira Babinetz (Zeta Lambda)**
- Secretary:
 - Dominique Hill McCarty (Delta Theta)
 - Justin Yi (Zeta Eta)
 - ~~Kira Babinetz (Zeta Lambda)~~
 - **Winner – Dominique Hill McCarty (Delta Theta)**
- Treasurer:
 - Brandon Truong (Zeta Lambda)
 - Kathy Nguyen (Zeta Lambda)
 - **Winner – Brandon Truong (Zeta Lambda)**
- Chaplain:
 - Michael Crichlow (Delta Delta)
 - **Winner – Michael Crichlow (Delta Delta)**
- Historian:
 - Justin Yi (Zeta Eta)
 - Lauren Johnson (Delta Theta)
 - **Winner – Lauren Johnson (Delta Theta)**
- Webmaster:
 - Emetu Umah (Delta Delta)
 - Justin Yi (Zeta Eta)
 - **Winner: Emetu Umah (Delta Delta)**
- Good of the Order
- Resolutions Committee Report – Satrap
- Old Business – Satrap
- Adjourn – Satrap
- 6:30 PM – 7:30 PM: Graduate reception
- 7:30 PM – 9:30 PM: Banquet, Theme: Western Cowboy
 - Awards Committee Reports
 - New Officer Installation Ritual
 - Closing Ritual & Words from New Satrap
 - Province Pictures – Historian

Sunday, March 9th - Casual Dress

- 12:00 PM: Hotel check out begins

Roll Call

* Quorum: Delegates from not less than one-half (1/2) of the Chapters, including proxies, of the Province.

Chapters	Session 1	Session 2
Collegiate		
Epsilon Beta (UIW)	2	2
Epsilon Epsilon (Texas A&M Kingsville/CS)	1	1 (Proxy to Zeta Eta)
Eta Beta (Dallas, Texas Tech)	1	1
Delta Delta (UH)	13	7
Delta Pi (Amarillo, Texas Tech)	0	0
Delta Theta (TSU)	4	4
Gamma Omicron (OU)	0	0
Gamma Rho (UNM)	1	0
Zeta Eta (Regis)	8	6
Zeta Lambda (UNT)	11	11
Graduate		
Dallas - Fort Worth Grad	4	4
Denver Grad	1	1
Houston Grad	1	1
San Antonio Grad	1 (Proxy to DFW)	1 (Proxy to DFW)
Southwestern Grad	2	2
Texas Grad	3	3

<u>Officers</u>	Name	Session 1	Session 2
Satrap	Maci Diaz	Present ▾	Present ▾
Vice-Satrap	Michell LeRoy	Present ▾	Present ▾
Secretary	Mauricia Gallegos	Present ▾	Present ▾
Treasurer	Kira Babinetz	Present ▾	Present ▾
Chaplin	Kenny Tran	Present ▾	Present ▾
Historian	Bianca Davison	Absent ▾	Absent ▾
Webmaster	Marc Catabagn	Present ▾	Present ▾
Immediate Vice-Satrap	Bryndan Arredondo	Absent ▾	Absent ▾
Supervisor	Allie Fey	Present ▾	Present ▾
Assistant Supervisor	Wesley Miller	Absent ▾	Absent ▾

International Executive Committee (IEC) Members/Visiting Brothers

- IEC
 - Collegiate Member-at-Large, Gulf Coast Province - Beta Rho
 - Katie Kreusel ✓ Present
 - Grand Ritualist
 - Bethany Chmil ✓ Present
- Visiting Brothers
 - Gulf Coast Province - Webmaster, Gulf Coast Province - Beta Rho
 - Cameron Hammers ✓ Present
 - Regent, Northeast Province - New York Grad
 - Ralph Scarpitti ✓ Present

Reports Summary

Province Officer Reports

Satrap (Maci Diaz)

- Ongoing & Completed Tasks
 - Monthly Executive Committee meetings
 - Monthly Regent/Vice Regent meetings
 - Regent GroupMe
 - Resource folder
 - Restructured committees and assigned Brothers
 - Province planning
 - Proposed changes to SWP bylaws
 - Assisted chapters with challenges
- Advice for the next Satrap:
 - Encourage communication between chapters
 - Especially Regents/VRs!
 - Continue to identify areas for growth and improvement within each chapter
 - Lead by example!
 - Embrace this position, your EC, and the Province!

Vice Satrap (Michell LeRoy)

- Responsibilities
 - Oversee the Awards committee
 - Coordination & Revision of Awards as necessary
 - Ensure all awards are graded before Assembly
 - Aid Satrap in their duties
 - Attendance of all meeting and stay in contact with Satrap
 - Maintain communication between Regents/Vice Regents
 - Groupme was created in place of Facebook to increase communication
 - The goal is increase communication between province and chapters
 - Present Awards
 - The province offers a lot of different awards to highlight individual brothers and chapters
- Executions & Implementations
 - Maintained frequent communication with Awards committee
 - Post on Facebook to ensure people are aware of which awards are available and when they are due
 - Continued to aid the Satrap in anything that was asked and willing to be present whenever called
 - Want to implement semesterly meeting with chapter EC's

Secretary (Mauricia Gallegos)

- Responsibilities
 - Maintaining the SWP listserv
 - Obtain names of chapter delegates
 - Obtain officer information for all chapters within SWP
 - Compile minutes for province assemblies and officer meetings
 - Writing letter of correspondence on behalf of the SWP for newly chartered chapters
- Executions & Implementations
 - SWP Listserv
 - Constantly working to keep everyone in the loop
 - If you haven't been getting my emails please see me so I can add you to the Listserv
 - Rosters and Officers
 - Update officer lists for chapters
 - All rosters and officer lists should be submitted to the Kappa Psi Portal
 - Make sure rosters are up to date because that is what your dues are based on
 - Communication
 - Emails and texts to chapter officers requisition chapter updates
 - Distributed information to Brothers regarding Province
 - **Note:** If you have problems with the portal or being able to add to the portal do not message the central office, instead open an IT ticket.
- SWP Chapter Officers - Contact List Update
 - Make sure you are added to the google list-serv by contacting me during assembly or at southwest.primary@gmail.com
 - You can reach out to the above email to update chapter officer contacts as well
 - Be on the look out for emails about upcoming deadlines!
 - Advice for the next Secretary:
 - Translate "5 Rights of Clinical Decision Support" to translate to role
 - Utilize available resources
 - Utilize email templates
 - Become familiar with Kappa Psi Portal
 - Refer to legacy folder for orientation & inspiration
 - Plan ahead
 - Create materials for planned activities ahead of time

Treasurer (Kira Babinetz)

- Responsibilities
 - Manage and maintain our province funds
 - Create an annual budget
 - Collect regional "province" dues annually, as well as donations and any payments made to SWP
 - Ensure our financial accounts are within working order, accurate, and appropriate

Treasurer (Kira Babinetz) Cont.

- Executions and Implementations:
 - Province Planning:
 - Worked with Zeta Lambda to put together our lovely spring assembly.
 - Ensured registration was paid, if you have not paid yet, please see me!
 - T-Shirt fundraiser:
 - Created for GCC, more t-shirts to be available during chapter sales.
 - Dues:
 - Sent out dues for 2024-2025 year as well as late dues from 2023-2024.
 - No refunds will be granted if your portal is not up to date, you will be billed for the roster that is in the portal on 1/1/2025.
 - You will incur a \$10.00 fee each month you are late; If these dues are not paid by Spring Assembly, your chapter will not be in good standing, therefore you cannot participate in legislation voting! If you still have late dues from 2023-2024, they MUST be paid in order to vote today!

Chaplain (Kenny Tran)

- Responsibilities
 - Oversee the Philanthropy/Fundraising Committee
 - Coordination with members for Fundraising
 - Developed philanthropy event for all chapters
 - Ensure Ritual Adherence
 - Oversaw adherence to Kappa Psi traditions during Province Meetings
 - Communication with local chaplains regarding adherence to ritual
 - ETC
 - Attended all Eboard meetings and assisted with anything Satrap needed.
- Executions & Implementations
 - Established Regional Communication Channels
 - Created group chats including all SW chapter Chaplains & Sergeant at Arms to enhance collaboration and support
 - Offered any support regarding rituals
 - Coordinated Gift Basket Auction for Fall Province
 - Worked with the Philanthropic Committee to plan Province wide initiatives for Service Week/Month for Reach Out and Read charity
 - Worked with Fundraising Committee to help create new exciting ways to fundraise for SW region

Historian (Bianca Davison)

- Responsibilities
 - Mask submissions
 - Complete Mask submissions (4)
 - Monitor SWP chapters' Mask submissions, edit, send reminders
 - Assembly report of chapters
 - PR & marketing for Kappa Psi SWP
 - Manage social media accounts
 - Facebook and Instagram

Historian (Bianca Davison) Cont.

- Executions & Implementations
 - Created a new channel of communication for Historians through GroupMe
 - Created Assembly Highlights
 - Province Recap Videos
 - Converted our Instagram to a business account, now able to schedule posts
 - Highlighted brothers who matched for residencies/fellowships
- Suggestions for Incoming Officer
 - This position is whatever you make of it!
 - Be involved and keep active with the other chapter historians!
 - Emphasize formatting for chapter reports
 - Find the best source of communication for historians
 - Encourage involvement from graduate chapters on social media!
 - Emphasize themes for MASK submissions

Webmaster (Marc Catabagn)

- Responsibilities
 - Website Maintenance: <https://www.kappapsiswp.org/>
 - Manage domain registration and renewals to ensure functionality
 - Update site content including officer information and chapter media
 - Optimize user experience by ensuring all pages are functional and visually clear
 - Monitor website traffic and user trends to improve visibility
 - Maintain website security including restricting access to sensitive features
 - **Note:** Our website is a great resource that has our officer contact information, by-laws, and media from past assemblies
- Executions & Implementations:
 - Updated officer information, new chapter media, and ordinances
 - Identified and cleaned up hidden or unused pages
 - Disabled and hid the online store to prevent unauthorized purchases

Immediate Past Satrap (Bryndan Arredondo)

- N/A

Supervisors Report

Created by Allie Fey, Supervisor

https://docs.google.com/presentation/d/1wy0GRIHrmQetcvtzLciXj9ZyS8_dOZkh6sreqdy5UHE/edit?usp=sharing

Chapter Reports

Chapter Report Format	
Collegiate	
Epsilon Beta (UIW)	Powerpoint ▾
Epsilon Epsilon (Texas A&M Kingsville/CS)	Powerpoint ▾
Eta Beta (Dallas, Texas Tech)	Oral Presentation ▾
Delta Delta (UH)	Powerpoint ▾
Delta Pi (Amarillo, Texas Tech)	No Presentation ▾
Delta Theta (TSU)	Powerpoint ▾
Gamma Omicron (OU)	No Presentation ▾
Gamma Rho (UNM)	No Presentation ▾
Zeta Eta (Regis)	Powerpoint ▾
Zeta Lambda (UNT)	Powerpoint ▾
Graduate	
Dallas - Fort Worth Grad	Oral Presentation ▾
Denver Grad	Powerpoint ▾
Houston Grad	Oral Presentation ▾
San Antonio Grad	Oral Presentation ▾
Southwestern Grad	Oral Presentation ▾
Texas Grad	Oral Presentation ▾