

## Student Affairs

Alpha Tau Omega Administrative Staff and Services

Chief Executive Officer Correspondence and Subject File, 1919-2011

Note: Items less than ten years old are not shown here and have special restrictions. Please contact the Archivist for details.

Note: The role of **Chief Executive Officer** was created in 1998, but previously the position has gone under the name of Executive Director, Executive Vice President, and Executive Secretary.

*The men who have served in this position are as follows:*

Frank Scott, Executive Secretary (1918-1924)

Stewart Daniels, Executive Secretary (1925-1966)

Norman Ritchie, Executive Secretary (1966-1970), Executive Vice President (1970-1974)

William D. Krahling, Interim Executive Director (1974-1975, part of 1977)

William A. Parise, Executive Director (1976-1977)

Stephen R. Siders, Executive Director (1977-1987)

Mark O. Thorsby, Executive Director (1987-1993)

Thomas M. Schneider, Executive Director (1993-1994)

M. Scott Gilpin, Executive Director (1994-1996)

Eric Christensen, Interim Executive Director (1996-1997)

Wynn Smiley, Interim Executive Director (1997-1998), Chief Executive Officer (1998-

Box 1:

FRANK SCOTT, EXECUTIVE SECRETARY (1918-1924)

Correspondence, 1919-24 (3 folders)

STEWART DANIELS, EXECUTIVE SECRETARY (1925-1966)

Correspondence, 1925, 1927-1933, 1940 (16 folders)

Correspondence concerning Phillip LeBus, 1965 [*RESTRICTED*]

Manuscript Memoranda for Claude Reno, ca. 1931-1933

*The Palm* featuring Stewart Daniels on the Cover, 1950 (See: Box 12)

Silver Anniversary Memorial Album, 1950 (See: Box 12)

Silver Anniversary Memorial Album Accession Correspondence, 2008 (See: Box 12)

NORMAN RITCHIE, EXECUTIVE SECRETARY (1966-1970), EXECUTIVE VICE PRESIDENT (1970-1974)

Brochures, 1966, 1983, 1989

Congratulations Letters, 1965-66

Responses to Resignation Notice

ATOs (A-Z), 1974-75

Guilbert Brandon, 1974-75

Amos Burns, 1975

Fraternities, 1974  
 "Joseph" letter and responses [John Joseph], 1975  
 New Career, 1975-77  
 Notice, 1974  
 Hugh Rice, 1975  
 Worthy High Chancellor Correspondence, 1973-74

Box 2:

STEPHEN R. SIDERS, EXECUTIVE DIRECTOR (1977-1987)  
 Correspondence, 1977-1984 (8 folders)  
 John Elder Correspondence, 1982-88

MARK O. THORSBY, EXECUTIVE DIRECTOR, (1987-1993)  
 Board of Directors Meeting (March 1993), 1992-1993 (2 folders)  
 Bylaws, 1989-1990  
 Conference Call, 1993  
 Correspondence 1976, 1981, 1988, 1992  
 Discipline, 1990  
 Mullinix Deposition, 1987  
 Resignation, 1993 [*RESTRICTED*]

THOMAS M. SCHNEIDER, EXECUTIVE DIRECTOR, (1993-1994)  
 Board of Directors (1993-1994) Meetings, 1987, 1993-1994 (4 folders)  
 Bylaws: Presidential Order #2, 1994  
 Compuserve, 1994  
 Congress, 1994  
     Bylaws Committee, 1994  
 Fraternity Insurance Trust (FIT)  
     Board Meeting, 1992-1993  
     Correspondence, 1992-1994 (4 folders)  
 General Correspondence  
     (1 folder), 1983-84, 1989  
     January to June, (2 folders), 1992  
     1993-94 (1 folder)

Box 3:

General Correspondence, June 1992-March 2018 (11 folders)  
 General Updates, 1993-1995 (2 folders)  
 Gill vs ATO Fraternal Law Article Correspondence, 1993-1994  
 Transition to Office as Executive Director, 1993

M. SCOTT GILPIN, EXECUTIVE DIRECTOR, (1994-1996)  
 Correspondence, 1994-1996  
 Fraternity Insurance Trust (FIT)  
     Correspondence, 1994-1995 (3 folders)

ERIC CHRISTENSEN, INTERIM EXECUTIVE DIRECTOR (1996-1997)  
Correspondence, 1996-1997

WYNN SMILEY, INTERIM EXECUTIVE DIRECTOR (1997-1998), CHIEF EXECUTIVE OFFICER (1998-

Alumni

Alumni Program, 1997-98  
Life Loyal Tau, 1999-2000  
Life Loyal Tau card, no date  
Life Loyal Tau Program, 1999

Awards

Awards Dinner, 1997  
EduCap Award, 1999  
RTTM (Road to True Merit) Program, 1999-2000, 2002 (3 folders)

Box 4:

TAC Award Ring, 1974, 1994, 1998-2000, 2002  
True Merit Character, 1998-2003 (2 folders)  
TMC (True Merit Character) Applicants, 1998  
True Merit Character packets, no date  
True Merit Character Processed, 2001

Board of Directors

BOG (Board of Governors) Questionnaire, 1995  
Chartering Committee, 2001  
Conference Calls, 2000  
Conference Meeting, 2001  
Correspondence, 2000-01, 2013-2017  
Correspondence, Board/National President, 1996-98  
Development, 1998  
Fax, 1999-2000  
Georgia, 2000  
Minutes, 1996-98 (2 folders)  
Originals, 1989  
Updates, 1997-99

Box 5:

Carver Board Training, 1997  
Carver Meeting, Atlanta 1998  
Carver Resources, 1991-92, 1997-99  
Fraternity Board Oaths and Resignations, 1995-96

Bylaws

Proposed Revisions, 1998  
Table of Contents, 1993  
Chapter Suspensions, 1998-99 [*RESTRICTED*]

Christian DC, 2000-01 (2 folders)  
 Comforted Keen, 1999  
 Communications Department, 1996, 1998  
 Computer, Software, and Internet  
     Computer, 2000  
     Software, 2000  
 Website Stats, 2002-03  
     WWW (Internet), 1997-98  
 Conferences, Congresses, and Events  
     Congress  
         71<sup>st</sup> Congress, 1994  
         73<sup>rd</sup> Congress, 1997-1998  
             Committees, 1998  
             Resolutions, 1998  
         74<sup>th</sup> Congress, 1998, 2000  
         75<sup>th</sup> Congress, 2001-2002  
 Leadership Consultant Retreats & Training  
     Spiritual LC, 2001  
     Winter Retreat, 2001-03 (3 folders)  
 Regional Leadership Conference

Box 6:

    Regional Leadership Conference, Facilitator Notebook, 1999  
 Correspondence  
     Correspondence/AMC, 1997-2000

Box 7:

    Correspondence, Talent+, 2001  
     Expelled Letters, 1999 [*Restricted*]  
     Letters, 1999, 2002  
     University of North Carolina at Wilmington, 2003  
 Devotional Book, 2000-2001-2003 (2 folders)  
 Executive Briefs, 1999  
 Financial  
     Audit, 1995-99 (4 folders)  
     Balance Sheets, FY 1997-98  
     Budget, 1996-2000 (4 folders)  
     Budget Numbers, 1995-96  
     First Tennessee Bank, 1989  
     Fiscal Policy, nd  
     Monthly Recap, FY 1998-99  
     Numbers, 2000  
     Richmond Property Group (RPG)  
         Muhlenberg Chapter House, 2001  
 Foundation

Board Minutes, 1998  
 Budget & LSI Money, 1997-2000  
 History/Crisis, 1996  
 Scholarships, 1997-99  
 Survey, 2003  
 Fraternal Composites, 1997-98  
 Freedom of Association, 1998  
 Futures Forum-Chicago, 1998  
 General Headquarters and Staff  
     About ATO, no date

Box 8:

ATO Employee Handbook, 1997  
 Buildout and Furnishings, 1998  
 Executive Director Job Description, 1996  
 Executive Director Search, 1996-97  
 History, 1994-98  
 NHQ Dedication, 1998  
 NHQ Remodeling, 1998-99, 2002  
 Policies & Procedures, 1996-99  
 Potential Staff, 1996, 1998  
 Search and History, NHQ Building, 1997-98  
 Staff Development, 1998  
 Staff Exit Interviews, 1998  
 Staff Meetings, nd  
 Staff Monitoring, 2001  
 Staff Time and Goals, 1999-2000  
 Signage, 2001  
 Golf Tourney-Snake Eyes Fraternity Golf Festival, 1997  
 Individuals  
     Reed L. Anderson, no date  
     Thomas A. Clark, 2008  
     Cory Ciklin, 1999  
     Rodney Davis, n.d.  
     Jon Gorman, 1999-2000  
     Miles McCall, 2000  
     Miles L. McCall Background, no date  
     Lisa Molter, 1999  
     Bill Muir, 1999  
     Bruce O'Donoghue, 1999-2000  
     John Potts, 1999  
     Sandra Ross, 1999  
     Sandler, 1999  
     Jim Shaw, 1999  
     Steve Siders, 2000

Jim Spooner, 2000  
 Adam Wald, 1999  
 Allen Wilson, 2000  
 Allen Wilson Chapter Statistics, 2001  
 Allen Wilson Visitation Letters, 2000-2002  
 Insurance, Legal, and Vendors  
 American Fundware, 1995-1996  
 Approved Vendor Reports, 1997-98  
 Fraternity Risk Management Trust (FRMT)  
     Bermuda, 1999  
     History/FIT History, 1994-98  
     Members Formula, 2002  
     RM (Risk Management) College (Media-DVD; RM/FEA), 2001

Box 9:

Greek Properties, 1997-98  
 License Agreements, 1997-98  
 Licensing & Agreements with The Image Bank, 1999  
 Licensing Agreement–Premiere Communications, Inc., 1999  
 Kirkland & LMS, 1997-99  
 Trademark Registration, 1975  
 Interfraternity Organizations  
     FEA (Fraternity Executives Association)  
         Norfolk, 1997-98  
         Snowmass, 1997  
     NIC (North-American Interfraternity Conference), 2001  
         Alcohol Summit, nd, 1999  
         Conference, 1998-99  
         Dallas, 1998  
         Public Relations, 2000-03  
         P.R. Committee, 2000  
         Research Initiative, 1996-97  
         San Francisco, 1997  
         Standards Archives, 2003  
 Ivy Jungle, 1998  
 Kaplan Partnership Program, 1999  
 LeaderShape

Box 10:

Chapter Based LeaderShape, 1998-2001 (3 folders)  
 LeaderShape General, 1993, 1998-99  
 Managers Meetings, 1999-2000  
 Manuals (with handwritten notes)  
     Carpe Diem, Leadershape, Facilitator Curriculum Guide, 1995  
     Own the Edge, Regional Leadership Conference, Faculty Manual, 1992

Own the Edge, Regional Leadership Conference, Faculty Manual, 1993  
 Vision, Regional Leadership Conference, Lead Facilitator Curriculum Guide,  
 1995  
 Miles McCall Agreement, 1997-98  
 Minutes, Memos, 2000-03  
 Monitoring Reports  
     Alumni Monitoring Report, 2001  
 National Chancellor Proposal, 1996  
 News  
     Web clippings, 1997-1998  
 Notification Letters, 1999, 2001-02  
 Palm  
     Fall 1998 Palm, 1998  
     Palm Costs, 1997-98  
     Palm Mailing Permit, 1993, 1997  
     Spring 1997 Palm Costs, 1996-97  
 Prayer Team, 1997-98  
 Prayer Updates, 2000  
 Province Directors, 1996, 1999  
 Publication & Graphics, 1999  
 Risk Management  
     Article—Alcohol Abuse, no date  
     Hazing, 1998-99  
     Risk Management Updates, 1997-99  
     Substance Free, 1993-98 (2 folders)  
 Roadshow Beginning, 2001  
 Schenk Trust, 1998-99 [*RESTRICTED*]

Box 11:

Scripts, NHQ, nd  
 Select 2000, 1997-98  
 Siders Agreement, 1997  
 Statistics Report, 1997, 2000  
 Undergraduate Issues  
     Appointment Book, 2009-10  
     Appeals Accepted, 1999, 2002  
     Appeals Denied, 1998-2002  
     Campus Housing, 1998  
     Chapter Anniversary Letters, 1988, 1992  
     Chapter Conference Calls, 1998  
     Chapter Consultant Report, 1998  
     Chapter Redevelopment Program, no date  
     Chapter Restructuring, nd  
     Chapter Suspensions, 1998-99 [*RESTRICTED*]  
     Colony to Chapter Retreat, no date

Gamma Zeta (IL) Video, 1995  
 Member Costs/Dues, 1996  
 Undergraduate Committee, 1998-2000  
 Undergraduate Trends, 1995-1996, 1998, 2000-2001, 2003 (2 folders)  
 University Miss Pageant, 2000  
 Video: Do You Really Want to Make a Difference? script, 1992  
 Video Segments, no date  
 VMI (Virginia Military Institute) Battlefield of New Market brochures, no date  
 Vision, The, Founders' Day Speech, Glenn Parkey, 1995  
 Vision, The, Presentation, 1995  
 Miscellaneous Correspondence, 2010-2017 (2 folders)  
 President's Retreat, 2006-2007, 2012-15 (6 folders)  
 Correspondence  
     Salvation Army Donation, 2018

Box 12:

STEPHEN R. SIDERS, EXECUTIVE DIRECTOR (1977-1987)  
     65<sup>th</sup> Congress Resolution, Photograph, and Postcard, 1986  
     Certificate from the University of Illinois at Urbana-Champaign Office of Student  
         Affairs, 1993 (Filed with Artifacts Collection)  
     Fraternity Executives Association Surveys, 1987-96  
     Outstanding Alumni Achievement Award Trophy, 1999 (Filed with Artifacts Collection)  
     Photographs, Resolutions, and Life Loyal Tau Award, 1988-2001  
     Speeches, with Comments, 1978-87

STEWART DANIELS, EXECUTIVE SECRETARY (1925-1966)  
     *The Palm* featuring Stewart Daniels on the Cover, 1950  
     Silver Anniversary Memorial Album, 1950  
     Silver Anniversary Memorial Album Accession Correspondence, 2008

*Box 12 is 0.30 Empty*