



California Alpha Delta Kappa

Executive Board Meeting Minutes

October 5 - 7, 2018

Bay Landing Hotel
Burlingame, California

1. **Call to Order:** Karen Kirby, State President called the meeting to order at 3:12 P.M.
2. **Silent Roll Call:** Anita Brown, State Secretary asked those present to sign in.
Members present:

Karen Kirby	President
Diana Galvan	Immediate Past President
Mari Page	Vice President, Membership
Marlene Cordova	Treasurer
Anita Brown	Secretary
Rosena Kruley	Historian/Sergeant-at-Arms
Virginia Riding	Chaplain
3. **Approval of Agenda:** The agenda changes are as follows:
 - Add 14.8 Constitution changes
 - Renumbering changes are: 13.5 Review Recommendations from State Convention Reports now becomes 13.2
 - 13.3 World Understanding Chairman Job Description
 - 13.4 Resolutions Chairman Job Description
 - 13.5 Technology Chairman Webmaster Job Description
 - 13.6 Review Recommendations from State Convention Reports
 - 13.7 Approval of Policies and Procedures sections
 - 13.8 Hard copies/notebooks disposal
 - 13.9 Feasibility Study for Passed Resolution
 - 13.10 Report of Missing Items in Proceeding of ConventionThe agenda was approved with these changes and the new numbering changes.
4. **Opening Thought:** Virginia Riding, State Chaplain shared her Opening Thought entitled, "Fall Inspiration". She said life is sometimes like a dry hot summer. When one hears the first sounds of water, it can remind us of the soothing rain of friendship.
5. **Review of Norms:** President Karen reviewed all seven norms.
6. **Northern District Conference Plans:** Karen went through tomorrow's schedule. Adjustments were made to the previously sent agenda by the Northern District Conference planners.
 - 6.1 **Review of Program:** Karen went through the entire program with us.
 - 6.2 **Review of Jeopardy Game:** Rosena Kruley, State Historian/Sgt-at-Arms lead us through both regular Jeopardy and double Jeopardy Games. All questions and answers came from our International Website.

The meeting was recessed.

The meeting was re-convened by Karen at 3:12 P.M. on Saturday, October 6, 2018.

7. **Reconvening Thought:** Virginia shared her reconvening thought, “The Art of Happiness”.
8. **Approval of Executive Board Retreat Minutes:** The minutes from our August training meeting were approved as presented.
8. **Correspondence:** No Executive Board members reported any significant correspondence since our last meeting.

9.1. Correspondence Form: Anita, Diana, Virginia reported that they have been working on this form. Diana suggested that this form could be put into google docs so that it is easier for each California Executive Board member to view. It was suggested that the titles Sent and Received should be on two different pages. The committee will complete this task by the November meeting.

10. **Treasurer’s Report:** Marlene Cordova, State Treasurer reported on the following:

10.1. Current Budget Status Report:

In our bank accounts are the following amounts:

Wells Fargo Bank: WF Checking \$7,191.92
WF Reserve \$40,054.58
WF Scholarship \$10,705.06
TOTAL Bank Accounts **\$57,951.56**

Investment Accounts

ADK Foundation Noel Leonard ADK Foundation \$52,760.35
OVERALL TOTAL **\$110,711.91**

Other important information

Altruistic Sales since 6/1/18 \$219.00
Altruistic Sales since 4/29/13 \$2,615.30
CA Crisis Fund-EHE \$6,634.80
ADK Foundation \$2,659.91

New Day for Children \$100.00

Noel Leonard Scholarships First Timers (8) State Conv. \$800.00
Leadership (5) Regional Conference \$500.00

Eleanor Bendell \$3,000.00
Excellence in Education \$200.00

Total Scholarships \$4,500.00

10.2. Purchase of remaining AΔK purple bags: Marlene sent a check for \$43 to Mollie Acosta to purchase the 43 remaining purple bags from the Regional Conference at the cost \$1 per bag.

10.3. Lanyard/Bags Sales at Northern District Conference: \$357 dollars were raised today by the sales of the lanyards, shirts, and bags at the conference.

10.4. Reimburse Virginia Riding for Beta Phi meeting: Virginia was directed by Karen and the Executive Board to offer membership and chapter officer assistance to Beta Phi. Virginia drove to Bakersfield to attend their monthly meeting.

Motion: A motion was made by Diana that we reimburse Virginia for mileage to attend Beta Phi's chapter meeting as part of membership development. The motion was seconded by Rosena. The motion was approved.

10.5. Signatures on Checking/Bank accounts: We will leave it the way it is right now. The sisters on the account are Diana, Marlene, and Karen.

10.6 Purchase of Leaf for Leadership Tree: Instead of purchasing a leaf for \$100 because it was already paid for by International, we need to change our Policies & Procedures. We will instead send a check for \$25 to International to honor our California sister Mollie Acosta who was elected to the position of International Vice-President of the Southwest Region.

MOTION: Virginia made a motion the we make a \$25 donation to National to honor Mollie Acosta and pay for a leaf at headquarters. The motion was seconded by Mari. A discussion ensued. Below is the amended motion.

AMENDED MOTION: Virginia made a motion that we make a \$25 donation to International to the Honor a Sister Program in honor of Mollie Acosta the International Vice-President of the Southwest Region and in lieu of paying for the leaf at headquarters on the Leadership Tree. This motion was seconded by Mari. This motion was approved as amended.

11. Membership Report: Mari Page, Vice-President for Membership reported that we have 1,161 active members of which there are 53 new sisters, 13 omega, 41 resigned, which equals a total loss of one member. Karen thanked Mari for what she has done to encourage membership. Mari received praise for a job well done. Mari also presented a document she had made analyzing California's membership.

11.1 Gift of Membership: The trifold pamphlet The "Gift" of Membership came from Betty Jo Evers, Southwest Regional Membership Consultant. Mari contacted every California council president and asked them to contact the chapter presidents in their council. Every chapter president was asked to contact each sister in their chapter regarding the importance of this pamphlet. The trifold pamphlet should be used to encourage new members to join Alpha Delta Kappa.

12. Bylaws Report: Susan Raffo, California State Bylaws Chair gave us a thorough update. Each biennium Susan has to update the bylaws by March 15, 2019. Susan went through the California Bylaws to find things that are particular to California. Susan has already sent these California Bylaws to Carol Johnson, International Bylaws Chairperson. Susan will make the few changes made by the California Executive Board listed below and resend to Carol Johnson.

- Take out the word vital in Article XIV - DISTRICTS and Article XVIII - PUBLICATIONS
- Also, in Article XVIII - PUBLICATIONS keep Section 1, a and b, leave out Section 1 c.

Now California can post our bylaws on the website. The Constitution surpasses the bylaws. Susan gave us a list of the 2017 International Bylaws Amendments. Susan proposes that we tell our members what the 23 different changes are (they are on the sheet she gave us). At State convention we have to notify members of these changes. They have to be covered in Policies & Procedures'. It's the bylaws chairperson's job to do this. These are the changes which will be posted on our website. Every chapter needs to certify their bylaws using the template on the California website. Job description for the chapter might not say who must do this, but it is usually done by the President-Elect or President. All alignments to the chapters are recorded by Susan Raffo. Certification letters will be sent out by Susan. Each chapter's bylaws are due back to Susan by March 15, 2019.

These three things will now be on the California website:

- New Bylaws
- Letter of Additions and revisions to the Policy and Procedure Manual
- Chapter bylaws template specific to California

Karen appointed Diana and Susan Raffo to be the committee to correlate the amendments to our Policy & Procedures.

13. Unfinished Business

13.1. Reassignment of Corresponding Secretary Duties: Karen will attach four changes to all job descriptions. The changes are listed below:

- Conduct all correspondence as directed by the state president and the executive board.
- Maintain copies of all correspondence sent during the biennium. Correspondence received will be made available by the state president at board meetings.
- Maintain a communications journal that contains a summary of communications sent/received in all formats. Include date received/sent; name, office held and chapter of recipient or sender; format (i.e. email, letter); and brief statement of topic.
- Retain for four (4) years forms and correspondence for current biennium and immediate past biennium.

Diana, Virginia, Anita are working on the reassignment of the Corresponding Secretary duties.

13.1.1 Approval of revised state officers' job descriptions: Postponed until November.

13.2 World Understanding Chairman Job Description: This job description was discussed and we went through each item. All of Part B which describes Educators Helping Educators is being removed from the World Understanding Chairman's Job Description. The duties described will be discussed at a future executive board meeting.

MOTION: Diana moved that we approve the job description for State Chairman of World Understanding with Part B removed. The motion was seconded by Rosena. The motion passed.

13.3 Resolutions Chairman Job Description: Postponed until November.

13.4 Technology Chairman/Webmaster Job Description: Postponed until November.

13.5 Review Recommendations from State Convention Reports: Postponed until November.

13.6 Approval of Policies and Procedures sections: Postponed until November.

13.7 Hard copies/notebooks disposal: Karen has one copy of Policy and Procedures. Anita has a copy as well. If there are other copies, you can shred them or recycle. If there is a notebook for your office, keep it and see if it is on a flashdrive. There was a question of how much do we save. It was suggested to keep your notebook until the new person comes into the office at the next biennium. Diana will put old minutes from Lynne that are on a flash drive onto the California website. Diana says that more than two people should have a copy of the minutes. Diana suggested that at least the secretary and the president should have a copy.

13.8 Feasibility Study for Passed Resolution: Diana, Marlene, and Rosena will continue to work on this. Their work will be done by January and possibly even by the November Executive Board meeting.

13.9 Report of Missing Items in Proceedings of Convention: Diana gave us page two and page three of the State Convention budget to add to the State Proceedings of Convention. Diana will contact Lynne Keating to see how she added the previous page. Diana will get back to us about any other pages that may possibly be missing. We will then make those corrections. Everyone should change the biennium year on the inside cover from 2018-2020 to the correct biennium 2016-2018.

14. New Business

14.1. Sara Cooper Resignation: A discussion was held.

MOTION: Marlene made a motion that we do not ratify the e-vote on accepting Sara Cooper's resignation. It was seconded by Diana. The motion passed.

The meeting was recessed at 7:00 P.M.

The meeting was re-convened at 9:00 A.M. Sunday, October 7, 2018

14.2. Possible Resolutions for International Convention: Karen reported that the Executive Board has not received any resolutions at this time. The due date is coming. It was determined that Karen will send the due date to all Chapter Presidents.

14.3. Presidents' Council Handbook: Karen went through this page by page. Diana said every page is on the California website. When changes are made to the Presidents' Handbook, make sure the additions are sent to the Council Presidents and the Executive Board. Cindy Acerno has agreed to serve as the Southern District representative on the Candidate Qualifications Committee. Cindy is from the Beta Omicron chapter.

14.4. Liaison Report Feedback: There was a question on membership, what should be done about new members wanting to join now? It was suggested that they join now and attend fall meeting and activities. They should wait until after January 1, 2019 to pay their initiation fees and be officially initiated as chapter members. This would result in not paying local, state, and international dues until the 2020 dues cycle begins. These new members can't vote and have to wait for their badge.

Downloading the president's packet and the treasurer's packet were hard to do. The suggestion was made if someone has trouble with this then ask someone else in your chapter to print it for you.

There was a question regarding should we have District Conferences every other year. Karen checked with Mollie Acosta, Mary Ann Englehart, and Susan Raffo. It is important to meet every year because it keeps our organization vital and current. However, we could survey our membership.

It was discussed how important it is to increase membership in the Valley District.

14.5. Evaluation of Northern District Conference: Karen wants to read all of the evaluations and tally them. Karen will send out a summary to the Executive Board as soon as she can.

Rosena gave us a brief insight into what some of the comments and some of the scorings were: For example, the conference speaker and the Jeopardy Game seemed to be very popular. They were mainly scored at 4's and 5's. Some people still want to do break out sessions. Most people liked the speaker. The sisters attending the conference also loved the venue.

The scholarship fundraiser of the Silent Auction of purses was well-received. The items included in the Silent Auction were an added incentive to place bids.

Officer training needs to be done by email.

We will use the Jeopardy game for the Valley Conference. We will use the Double Jeopardy Game for the second year of the biennium.

14.6. Valley District Conference Nov. 2 - 4

Karen went over the agenda.

9:00 A.M. Arrive at the venue.

9:30-10:15 Our speaker will be a naturalist.

10:30-12:00 Call to order, introductions, president's speech, membership report and the rest of the meeting which includes Fraternity Education, the Jeopardy game.

12:00-1:00 Luncheon, chaplain's opening thought, and closing thought.

14.7. Review and payment of bills

MOTION: A motion was made to pay the bills that were submitted. The motion passed.

14.8 International Constitution: The International Executive Board has amended the Alpha Delta Kappa International Constitution. The amendment removes the two year

teaching experience requirement for Alpha Delta Kappa membership. The International Constitution supersedes International bylaws.

15. Announcements:

- 15.1. Oct. 15 - Regional Mini-Scholarship Deadline (International website)
- 15.2. Oct. 30 - CA District Mini-Grant Deadline (CA website)
- 15.3. Nov. 1 - Classroom Grant Deadline (International website)
- 15.4. Nov. 1 - Innovation Grant Deadline (International website)
- 15.5. Nov. 1 - International Office Application Deadline
- 15.6. July 17-20, 2019 - International Convention, Minneapolis, MN

16. Other: Karen thanked each member of the Executive Board for their support these past weeks. She also thanked every member of the Executive Board for a successful Northern California Conference today.

17. Closing Thought: Virginia shared with us her final thought until we meet again in Bakersfield. It was entitled "A Tribute to October". October is an extra special month for Alpha Delta Kappa. It was the month originally selected for our California State Convention and is now the month during which we honor our founders. Let's make our founders proud and keep our chapters strong.

18. Adjournment: The meeting was adjourned at 11:37 A.M.

Respectfully submitted,
Anita Brown
California Alpha Delta Kappa State Secretary
2018-2020

Board Meeting Follow-Up

Karen:

- Send Diana Technology Chairman job description
- Send Resolution information and due date to chapter presidents
- Put Ruth Ann Hunt on the Omega list from Beta Kappa

Diana

- Redo California Executive Board in PCH
- Diana/Anita/Virginia will continue to work on correspondence form on excel
- Change Policies & Procedures to \$25 to purchase a leaf on the International Tree to honor a sister who has become an international job holder
- Expand Policy and Procedures for conference seed money
- Review Technology CHairman job description
- Add scanned board minutes to a second flash drive
- Conduct feasibility study re:resolution
- Put the 2018 bylaws on the website linked to 2018 bylaw template
- Check Proceedings of Convention for more mistakes. Inform Board of any corrections
- Cross check old bylaws w/2017 international bylaws
- Change Liaison report form: Prior minutes approved YES/NO and add space for corrections

Anita

- Send thank you note to Golden Gate Council for a job well-done
- Send thank you note to Marlene Cordova and her family for the homemade dinner
- Ask Alpha Lambda President Ann McCarty to share her google survey of the Chapter Members Needs Survey with our Executive Board

Marlene

- Send a get well card to Barbara Murray

Everyone

- Rosena's last name is spelled KRULEY.
- Correct PCH as soon as you receive corrections. Do not distribute the PCH until corrections are made.
- Make a double sided copy of the new California Executive Board page in PCH on front and State Liaisons on the back. Replace this page in all the PCH copies.
- Change date on the inside cover of the Convention Proceedings book to 2016-2018.

Sara:

- Send job descriptions to chapter vice-presidents/presidents-elect
- Evaluation form for Valley District Conference
- Add roommates to travel form
- Redo sales sign adding bags for \$3.00
- Write introductions for Valley District Conference
- Write liaison report for Inland Cities Council meeting