



California Alpha Delta Kappa

Executive Board Meeting Agenda

October 4 - 6, 2019

Home of Anita Brown in Sunnyvale, CA

1. Call to Order

The meeting was called to order at 2:32 P.M. by President Karen Kirby.

2. Silent Roll Call

The silent roll call sheet was passed around the table by Secretary Anita Brown. All eight members of the California State Executive Board were present.

President – Karen Kirby, Gamma Mu
Immediate Past President – Diana Galvan, Beta Eta
President-Elect – Sara Cooper, Beta Iota
Vice-President/Membership – Mari Page, Gamma Mu
Treasurer – Marlene Cordova, Phi
Secretary – Anita Brown, Alpha Lambda
Historian/Sergeant-at-Arms – Rosena Kruley, Alpha Beta
Chaplain – Virginia K. Riding, Gamma

3. Approval of Agenda

Mari asked to add California Alpha Delta Kappa history to the agenda. The agenda was approved by consensus with that addition as 14.10.

4. Opening Thought

Virginia shared a poem written by Barbara Burrow entitled “Cherished Friends”. The poem emphasized the need for companionship to help us get through troubled times in our lives. Our lives are strengthened with cherished friends. Virginia was asked for this second year of the biennium to please send the Chaplain’s Thoughts to Diana to put on our CA website.

5. Review of Norms

Karen reviewed our Executive Board Norms which were written by June Carpenter, a former Alpha Delta Kappa International President. Karen reviews these norms at every Executive Board meeting.

6. Northern District Conference Plans

Sara thanked Anita for sending the handwritten invitation to each CA Executive Board Member to attend the Northern District Conference. It was decided that Virginia Riding, State Chaplain and Mari Page, State Vice-President for Membership would work the sales table at the Northern District Conference.

6.1 Review of Program

Sara went through the program Karen had received from Susan Raffo, President of the Peninsula/South Bay Council. Susan's council is in charge of tomorrow's event. It was decided that the conference evaluations will be passed out after the breakfast.

6.2 Review Jeopardy Game

Sara had a few questions regarding the wording of a couple of categories on tomorrow's Jeopardy game. Discussion followed each question. She would like us to add the words membership classifications to Category 1 for \$800. Also, she would like to give a little more explanation to all of Category 2 because of the sports references. In Category 5 for \$400, invite them is a correct answer.

7. Approval of Executive Board Minutes March 8-10, 2019

These were reviewed by the Board and there is one section that needs reformatting. Anita was asked to correct the reformatting issues and send the March Minutes out once again.

8. Correspondence

Correspondence sent:
None

Correspondence received:

- Diana shared a Break the Barriers invitation to their fundraising event October 19, 2019 at the Fort Washington Club in Fresno.
- Karen shared a thank you card she received from Nancy Hardy a teacher from the Children's Community Charter School. Nancy thanked CA AΔK for the check she received. She spent the \$300 buying art supplies for the classroom she lost in the Camp Fire.

The Board was urged to take full advantage of the online Communications Log document made by Diana to keep an accurate record of correspondences received/sent during the second year of our biennium.

9. Treasurer's Report

9.1. Current Budget Status Report

Tabled until tomorrow.

9.2. Bank accounts update

Tabled until tomorrow.

9.3. Lapsed chapter bank account

Karen was notified that there was money left in a lapsed AΔK chapter account in San Diego. No one at the bank could figure out which chapter opened the account or where the signers lived who were on the account. This account has been inactive since 2014. The name on the signature card could not be read. The amount was \$3,422.30. For now, the money was deposited into the CA AΔK checking account. Where to ultimately put this money is tabled for now.

9.4. Eleanor Bendell State Scholarship e-vote

An e-vote was conducted on March 18, 2019 by Karen. Marlene moved that we set the amount of the Eleanor Bendell Scholarship amount at \$2,000. Mari seconded the

motion. The e-vote motion passed 5-2. The Board discussed the outcome of the e-vote.

MOTION: A motion was made by Virginia to ratify this e-vote. It was seconded by Rosena. The e-vote was RATIFIED.

MOTION: A motion was made by Diana to increase the Eleanor Bendell State Scholarship amount by \$500 making it \$2,500 for 2020. This motion was seconded by Sara. The motion passed.

9.5. District Mini-grant amount e-vote

An e-vote was conducted in April by Karen. Diana moved that the District Mini-Scholarships be set at \$500. Anita seconded the motion. The motion passed unanimously via an e-vote.

MOTION: A motion was made by Marlene to ratify this e-vote. The motion was seconded by Mari. The motion passed.

9.6. Badge Patches supply purchase e-vote Karen

An e-vote was taken by Karen. The e-vote stated the following: Should the CA AΔK Executive Board appropriate funds not to exceed \$550 to purchase supplies to make badge patches? The e-vote was unanimous to approve appropriation of funds.

MOTION: A motion was made by Sara that we ratify the e-vote to purchase magnets, patches and glue not to exceed \$550. The motion was seconded by Virginia. The motion passed.

The meeting was recessed at 5:25 PM. RECESS until Saturday, 2:30 PM

Karen brought the Executive Board back to order at 2:42 PM on Saturday, October 5, 2019.

12. Reconvening Thought

Reconvening Thought was brought to us by Virginia. She spoke about a poem she has found called "Worthy of My Friends" written by Helen Lowrie Marshall. Virginia felt she was not worthy of all the praise a former student's mom had heaped upon her. Virginia wants us all to be worthy of our friends.

Karen asked Virginia to please repeat her Northern Conference Closing Thought at all the remaining District Council Conferences in the final year of this biennium. Virginia's reference to Disneyland ties in so perfectly into Karen's speech.

PLEASE NOTE: After the Reconvening Thought shared by Virginia we resumed the agenda where we had left off last night. Thus, the agenda item #12 above is out of numbered order.

Item 9.1 that was tabled yesterday began the meeting.

9.1. Current Budget Status Report

Marlene is currently working on the budget. She will be presenting the budget in November.

9.2. Bank accounts update

Balance: October 5, 2019

Bank Accounts

Wells Fargo Bank	WF Checking	\$8,065.04
	WF Reserve	\$46,024.01
	WF Scholarship	\$9,764.87
TOTAL Bank Accounts		\$63,853.92

Investment Accounts

ADK Foundation	Noel Leonard	\$54,116.23
TOTAL Investment Account		\$54,116.23

OVERALL TOTAL **\$117,970.15**

Other Important Information

Altruistic Sales since 6/1/18	\$843.00	\$3,239.30 (to date)
CA Crisis Fund	\$6,029.80	(\$3,900.00) 13 teachers
ADK Foundation	\$2,796.21	(\$300.00) 1 teacher
New Day for Children	<u>\$2,650.00</u>	(\$1,075.00) Check given

Awarded in 2018-2019

Noel Leonard Scholarships Leadership (5) Regional Conference \$500.00

District Mini-Scholarships \$1,000.00

To be given 2019-2020: State Convention Budgeted

Noel Leonard First Timers \$1,200.00

Eleanor Bendell \$3,000.00

Excellence in Education \$200.00

District Mini-Scholarships Budgeted-Scholarship \$1,200.00

9.7. 2020 – 2022 Budget: First Review

Karen asked Marlene to have the budget ready to discuss at the November meeting. Marlene gave us a proposed budget. Marlene wants Mari, Virginia, and Anita to remain on the Budget Committee. Questions were asked about the negative numbers printing in red. It's the difference between the actual and spent. Therefore, the red color does not indicate a deficit. Marlene will have the budget ready to work on at the November meeting.

10. Membership Report

10.1. Membership status.

Mari Page, the CA State Vice-President for Membership reported that we have 1043 regular members and 29 sustaining members.

10.2. Analysis of Chapter Needs Assessments.

Mari discussed some of her findings. In question #5 of the Chapter Needs Assessment, "Does your chapter anticipate a full slate of officers?" there were seven chapters that said no. In question #7B, "How many meetings does your chapter have fraternity education?" Mari noted that there were some "No" answers. In question #10, "Where does your chapter need assistance?" Mari asked that the Board to review this section. She discussed lists of recruitment efforts, chapter strengths and chapter challenges. For the November President's newsletter, Karen asked Mari to summarize her findings and send them to her by October 24 or 25.

10.3 Membership Service Award e-vote

Karen sent the Executive Board an e-vote question, "Should we nominate Diana Galvan to receive the California Membership Service Award?" The consensus was yes.

11. Historian Report/Snappfish Book Progress

Rosena sent out a mass email to all the current Historians. Some emails bounced back so she is in the process of trying to get the most current email list. Rosena has walked a few chapters through the process of making their chapter's two pages. Karen has figured out the email problem. There was an extra . (period) after the word snappfish. There was a lot of positive feedback at today's conference meeting given to Rosena.

12. Reconvening Thought (see note above regarding #12.)

13. Unfinished Business

13.1. Feasibility Study for Passed Resolution

The Feasibility study poll was sent to all the Chapter Presidents asking the chapters, to report members who are willing to pay for the extra mailings when someone does not have an email address.

The research was done by this committee. The minimum cost would be approximately \$15 per year. The concerns were what communications will be mailed and who would be responsible for conducting the mailing. The request for this information was sent out twice. Diana received 10 responses. Lack of response or no response could mean those chapters did not see a need for this service.

The recommendation to the Executive Board from the committee is that we do not offer this option to our members.

MOTION: A motion was made by Sara that we accept the Feasibility Study Committee's report and that we do not offer the opportunity to pay an additional fee for hard copy mailings. The motion was seconded by Mari. The motion passed.

13.2. External Storage Drive

Sara went through the records and is putting information on the External Storage Drive. She is trying to do all the Past Presidents back to Linda Futterer. Diana has done a lot of work to put past state books online. They are all on the website at this time. Sara is trying to get all of the information and history on the External Storage Drive.

13.3. Reporting of Omega members/condolences

Karen was concerned that this has not been assigned to a specific job description. "It is not in the Chaplain's job description at this time. The Chaplain will continue to send out condolences to the chapters who have had a sister join the Omega Chapter.

13.4. Longest Day

Diana is so proud of California's efforts in the Campaign for the Longest Day Drive to raise money for the Alzheimer's Association. California ended up in third place in the country for the amount of money we raised. South Carolina was first. Georgia was second. California earned our third place finish by raising \$9,058. This is triple what

has been earned in the past. California is the Solstice Champion for 2019. Diana Galvan, Immediate Past State President and Chairperson of the AΔK state campaign received a certificate from THE LONGEST DAY Alzheimer's Association. Her photo holding the certificate was then taken with Karen by Rosena, our Historian.

13.5. Excellence in Education

The Excellence in Education award recognizes a member who has shown outstanding contributions in education. The nomination form must be postmarked no later than November 1, 2019. The person must be nominated for this honor. The form is sent to International Headquarters. The Nominee will receive several items that must be filled out and sent to the Excellence in Education Chair in the state. The State Chair and her committee will adjudicate each nominee's vitae to select the recipient. The recipient will be announced at the state convention. The next step is the state winner's name goes to the regional conference. The state winner will be given \$200.

Pat Dragan, our California Gamma Beta sister, was a national recipient of this award. Susan Raffo introduced Pat at our Northern District Conference today. Of the \$5,000 award given to the Excellence in Education recipient, \$2,500 goes to the winner and \$2,500 goes to her school.

13.6. Follow-up to International Convention

Each Executive Member spoke about the highlight of the International Convention in Minneapolis, MN this past summer.

13.7. State Convention Updates

Karen came early in the week to meet with Susan Raffo. They visited the DoubleTree Inn to finalize details of the State Convention. They had a lunch meeting with the hotel representative for hospitality and an AV discussion with the hotel's AV man. Susan and Karen redid the registration form to simplify it. Diana has passed down her knowledge for everything about the State Convention. Karen thanked Diana for doing so. Karen passed out an itemized list of our duties to perform as Executive Board Members at the upcoming State Convention in April. There are very important dates that will be coming up for each Board member right after the new year. Karen wants every Executive Board member to read their duties, study them, and be prepared for discussion at future board meetings.

14. New Business

14.1. Policy and Procedures Updates

Diana presented the following Policy and Procedures Updates. She is requesting that these all be realigned as a block vote unless there are questions regarding any section.

- SECTION A: ORGANIZATIONAL STRUCTURE, MEMBERSHIP CATEGORIES
 - a. Updated description of Limited Status to match International
 - b. Updated procedure to apply for Limited Status
 - c. CA designation of State Treasurer to maintain Sustaining Chapter data on International Directory
- SECTION A: ORG STR, DUES FROM INITIATES
 - a. Updated Form H-138 to H-103 to be submitted to International for new initiates
- SECTION A: ORG STR, STATE DUES
 - a. Updated late dues assessment date from "postmarked" to "not received by"

- SECTION A: ORG STR, LATE DUES FEE
 - a. Corrected due date from January to December
 - b. Reworded for clarity
- SECTION A: ORG STR, TERMINATION OF MEMBERSHIP
 - a. Corrected date and wording
- SECTION A: ORG STR, STATE LIFE MEMBERSHIP
 - a. Added #7 “The State Treasurer will issue and maintain records of all recipients of Life Memberships.”
- SECTION B: STATE EXECUTIVE BOARD, PRESIDENT’S NEWSLETTER
 - a. Updated distribution list since newsletter is now emailed to all members
- SECTION C: FINANCE/INCOME, COLLECTION OF STATE DUES FROM INITIATES
 - a. Updated procedure to reflect new Form H-103 requirement
- SECTION C: FINANCE/EXPENSE, STATE CONVENTION OPERATIONAL FUNDS (Seed Money)
 - a. Deleted #3 – redundant
 - b. Clarified #5
- SECTION C: FIN/EXP, ELEANOR BENDELL STATE SCHOLARSHIP: Account Status
 - a. Clarified #3 announcement of availability of the scholarship
- SECTION D: SCHOLARSHIPS, GRANTS, AND AWARDS, CALIFORNIA CHAPTER MEMBERSHIP AWARD
 - a. Updated procedure to reflect new Form H-103 requirement
- SECTION D: SCHOLARSHIPS, GRANTS AND AWARDS, NOEL LEONARD LEADERSHIP GRANT: First-time Attendees to State Convention
 - a. Corrected number of councils from twelve to eleven
- SECTION F: DISTRICTS/COUNCILS, PRESIDENTS’ COUNCIL HANDBOOK
 - a. Updated wording
- SECTION G: STATE CONV, OPERATIONAL FUNDS (Seed Money)
 - a. Clarified #4
- SECTION G: STATE CONV, REGISTRATION REFUNDS
 - a. Clarified that a “partial” refund may be granted
- SECTION G: STATE CONV, NOEL LEONARD LEADERSHIP GRANT: First-time Attendees to State Convention
 - a. Corrected number of councils from twelve to eleven
- SECTION G: STATE CONV, REPORTS: Executive Board and Standing Committee Chairmen
 - a. Deleted #3 as manuals are all online on the state website
- SECTION H: REGIONAL CONFERENCE, STATE BOARD PARTICIPATION
 - a. Removed Corresponding Secretary

MOTION: A motion was made by Virginia to accept the above stated updates to the Policies and Procedures document as a block vote. The motion was seconded by Rosena. Motion passed.

The meeting was recessed at 5:30 PM on Saturday, October 5, 2019.

The meeting was reconvened at 9:30 AM on Sunday, October 6, 2019.

14.2. California Altruistic Report

Karen remarked how incredible the California Altruistic Report was during the first year of the biennium. The California Altruistic Report was \$316,257. Karen also noted the

International Headquarters report. The amount of the International Altruistic Report was an astonishing \$15,818,643. This will be in the next liaison report from Karen. Marlene said she informed her chapter about the large International amount of altruistic monies reported. She attached that amount on the Gift of Membership form that Mari gave to us. She wanted her chapter to know what an incredible organization Alpha Delta Kappa is around the world. She also included Karen's business card along with the International altruism amount when she sent the crisis fund checks to the teachers who suffered classroom damage in the Northern California fires.

14.3. Liaison Report Feedback

Anita reported that the Peninsula/South Bay Council was worried about the low attendance (30) scheduled to attend the Northern California District Conference. Attendance tripled by the event.

Virginia reported the discussion held regarding scheduling the November 9, 2019 Valley District Conference. Diana did a search for details regarding the dates set for the Valley District Conference all the way back to 2014. The dates are set according to the Policies & Procedures document and thus by the Executive Board. As of August, 2016, the Presidents' Council Handbook had the date of November 9, 2019. This date has been published for the past three years. Sara Cooper made the motion and Mary Ann Englehart seconded the motion at the Southern District Council meeting on March 10, 2016, to accept this date November 9, 2019 for the Valley Conference. Many people saw this date but did not notice that it was actually Veteran's Day weekend. The future dates of the Valley District Conferences will go back to the first weekend in November.

It is noted that Councils can get seed money for a District Conference. San Diego Council asks members to donate \$2 each to cover expenses.

Golden Gate Council discussed paying the dues for Sustaining Members.

Sara has been assisting the Fidelis chapter. In the future during the next biennium, the Fidelis chapter members want a panel not a Jeopardy game. They want to be able to ask questions.

The Orange Coast Council asked if they could have an EIN number. Councils do not have EIN numbers. Councils do not file e-postcards and therefore do not have an EIN number. This is defined in the Policies and Procedures document on page 7.

Karen pointed out that all Liaisons must discuss membership at every Council Meeting. This is a State and International priority.

14.4. President's Liaison Report

Karen will do her next Liaison Report soon. It was pointed out that there are no Council meetings until January, 2020, so it was decided that her next Liaison Report will come out in early January, 2020. Karen stated that she will still continue to send out emails to all Chapter Presidents regarding important upcoming dates before then. She is also working on her November President's Newsletter.

14.5. California Altruistic Project Nominations

Donna McCartney, Gamma Nu President, is the CA Altruistic Chairperson. She is accepting nominations for the California Altruistic Project until November 1, 2019. Donna and her committee will choose three projects. Members will vote to select the winner for the next biennium 2020-2022 at the State Convention in San Jose in April, 2020.

14.6. Revised Chapter Officers' Calendar

Karen passed out the revised Chapter Officers' Calendar.

14.7. Applications for Executive Board for 2020 – 2022

Applications for the 2020-2022 State Executive Board are due by November 30, 2019. One may go to the state Alpha Delta Kappa website and the application is under the label State Conventions.

14.8. Evaluation of Northern District Conference

Rosena organized the evaluations. Most members really liked the conference overall. They liked Karen's speech. There were 92 members present and 71 evaluations were filled out and turned in. Rosena reported that the results of the Fraternity Education question were 43 with a score of 5; 20 with a score of 4; one person gave a score of 3; and one person gave a score of 2. There were six evaluations with no score on that item. Rosena gave the evaluations to Sara. Sara will go through each evaluation and will compile all the data.

14.9. Valley District Conference

Sara reported that "Inspiring Children" is the theme of the upcoming Valley District Conference. The meeting will be held at the Piccadilly Inn and we will also be staying there. We need to arrive there by 2:00 PM. We will go out to dinner with the Valley Conference on Friday night. There are 3 menu choices for lunch. We gave our orders to Marlene. We will do the tour of the Underground Gardens after the conference but we may not be able to stay for the whole tour. We will meet from 9-11AM Sunday morning and then head home. Everyone is driving at least four hours. Diana suggested we look into rental cars to see if that may be a cheaper alternative.

14.10. History of AΔK

Historian's Corner was looked at on the CA AΔK site. According to Mari and Rosena, the Historian's Corner stops at the 26th Biennium in 2004-2006. Past State Presidents need to do this when they finish the biennium. Diana and Sara have asked the Past State Presidents several times in the past five years to get this finished. Karen suggested that Sara personally compile the information and complete this history.

15. Sales at Northern District Conference

Marlene reported that \$516 was earned from the sales at the Northern District Conference held yesterday.

16. Review and payment of Bills

The bills were reviewed by the Executive Board.

MOTION: A motion was made by Rosena to approve the bills as presented. Mari seconded the motion. The motion passed

17. Announcements

17.1. October, 2019: Founders Month

Karen has asked all the chapter presidents to send photos of their Founder's Day activities. She always makes a comment in an email sent back to the presidents.

17.2. October 15, 2019: Regional Mini Scholarship application deadline

17.3. October 30, 2019: District Mini Scholarship application deadline

17.4. November 1, 2019: Innovation and Classroom grants deadlines

17.5. November 1, 2019: Nomination forms for State Executive Board due

A discussion was held regarding changing the deadline to November 30, 2019. The date has been extended to November 30, 2019 by consensus.

17.6. November 1, 2019: Excellence in Education nominations due to International

17.7. November 1, 2019: State Altruistic Project nominations due to Donna McCartney

17.8. November 9, 2019: Valley District Conference

17.9. November 30, 2019: State Altruistic Project Nomination Forms due

17.10. January 1, 2020: International Membership Campaign begins

The deadline is April 30, 2020.

17.11 January 25, 2020: Marina District Conference, Seal Beach, CA

Let's coordinate arrival times.

17.12. March 14, 2020: Southern District Conference, Redlands, CA

ESRI is the venue. It's a venue in a business building.

17.13. April 24 – 26, 2020: California State Convention, San Jose, CA

17.14. July 13 – 16, 2020: NW/SW Regional Conference, Honolulu, HI

We will discuss attendance at this Regional Conference after we look at the budget.

18. Other

18.1 Experience Sharing

Each Executive Board Member shared special thoughts from this weekend.

19. Closing Thought

Virginia shared two poems. One was "The Making of Friends" by Edward Guest. She explained that she looks upon all members of the Executive Board as valued friends. The other poem was by Karen Raven with no title listed. Virginia noted it is not enough just to make a friend. The tough part is learning how to be a friend.

17. Adjournment

The meeting was adjourned at 12:36 PM.