



California Alpha Delta Kappa

Executive Board Meeting Minutes

November 2 - 4, 2018

Holiday Inn Express, Bakersfield, CA

1. **Call to Order:** Karen Kirby, State President called the meeting to order at 3:45 P.M.
2. **Silent Roll Call:** Anita Brown, State Secretary asked those present to sign in.

Members present:

Karen Kirby	President
Sara Cooper	President Elect
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:** There were no changes. The agenda was approved as printed.
4. **Opening Thought:** Virginia Riding, State Chaplain shared her Opening Thought entitled, "The Soul of a Child". This poem was shared with us from Alpha Delta Kappa Past State President, Florence Hendricksen's book of inspirational thoughts. A child's soul is similar to the loveliest flower. It grows best under care, neglected it can become ragged and wild. We are gardeners of the children of the world and each other on our Executive Board.
5. **Review of Norms:** Karen read through each of the seven norms.
6. **Valley District Conference Plans:**

6.1 Review of Program: Karen walked us through the entire program.

6.2 Adjust Jeopardy Game: Rosena Kruley, State Historian/Sgt-at-Arms was given suggestions concerning the following changes to our Fraternity Education Jeopardy Game. We will ask the sisters to work in small groups of four. The winning group will be given See's candy bars. There will now be a timekeeper who will keep track of 30 seconds per answer. We want a quicker pace to the Fraternity Education Jeopardy game. Only one answer allowed per question. We will give the answer after the 30 seconds are up.

The meeting was recessed.

7. The meeting was re-convened at 2:05 P.M. on Saturday, November 3, 2018. Reconvening Thought by Virginia: The red poppy flower is the Remembrance Poppy. It is to remember those military members who have died in war. She read the poem, "In Flanders Field" which was written in 1915 by Canadian physician, Lieutenant Colonel John McCrae. November 11th will be the 100th Veteran's Day. Remember our veterans.

8. Approval of Executive Board Minutes from 10.5-7.18: The minutes were approved as corrected. Rosena Kruley's name was misspelled in Section 6.2 of the October minutes.

9. Correspondence: There were two (2) pieces of correspondence received. One was a letter from International thanking us for our donation to the Honor A Sister Program to honor Mollie Acosta, the International Vice President of the Southwest Region. The letter was signed by Ruth Ann Griggs, Chairman of the Alpha Delta Kappa Foundation. The other correspondence was a thank you card from Mollie Acosta thanking us for our donation to the Honor a Sister Program in her honor.

9.1. Correspondence Form: Diana presented the new google sheets document she had been working on. A discussion ensued. Consensus was achieved by the group regarding the use of this new way to keep track of all the executive board's correspondences. We will try it until our next executive board meeting in late January and then discuss it again.

10. Treasurer's Report: Marlene Cordova, State Treasurer gave us the following report.

10.1. Current Budget Status Report:

In our bank accounts are the following amounts:

<u>Wells Fargo Bank:</u>	WF Checking	\$6,579.77
	WF Reserve	\$40,054.58
	<u>WF Scholarship</u>	<u>\$10,705.06</u>
_____	TOTAL Bank Accounts	\$57,339.67

Investment Accounts

_____ADK Foundation	<u>Noel Leonard ADK Foundation</u>	<u>\$52,760.35</u>
	TOTAL Investment Accounts	\$52,760.35

OVERALL TOTAL \$110,100.02

Other important information

Altruistic Sales since 6/1/18	\$561.00
Altruistic Sales since 4/29/13	\$2,957.30
CA Crisis Fund-EHE	\$6,634.80
ADK Foundation	\$2,659.91

New Day for Children	\$630.00
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Noel Leonard Scholarships First Timers (8) State Conv.	\$800.00
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Leadership (5) Regional Conference	\$500.00
Eleanor Bendell	\$3,000.00
Excellence in Education	\$200.00
Total Scholarships	\$4,500.00

MOTION: Diana made a motion that the Treasurer's Report given line by line by Marlene be accepted as presented. Rosena seconded. The motion passed.

10.2. Sales at Valley District Conference:
Tabled.

10.5. Signatures on Checking/Bank accounts: Plans were made to meet early in the day of January 25, 2019 to add Sara to the Wells Fargo account and to take Diana's name off of the account.

11. Membership Report: Mari Page, Vice President for Membership

Mari's report is the same report as of July, 2018. Up-to-date California numbers will be out in December. Sara suggested that Mari could call Stacy Bruce for recent numbers at International Headquarters or call Kristin Banks.

12. Bylaws: Karen directed Diana to fill in as much of the bylaws template as possible to simplify filling it out. This will be done before sending it out to Chapter Presidents.

13. Unfinished Business:

13.1. Approval of Policy and Procedures sections: Diana presented the revisions she has proposed to update our Policy & Procedures document. The changes are as follows:

Preface 2012-2014 - Revision

MOTION: A motion was made by Mari and seconded by Sara to approve this revision. The motion passed.

Preface 2014-2018 - New

MOTION: A motion was made by Sara and seconded by Virginia to approve this revision. The motion passed.

Section A: Organizational Structure/Council-Chapter Alignment

- a. Updated procedure
- b. Revised council names

MOTION: A motion was made by Marlene and seconded by Rosena to approve this revision. The motion passed.

Section A: Organizational Structure/State Dues

- a.Revised state dues from \$20 to \$25 annually
- b.Corrected dues deadline date is December 31

MOTION: A motion was made by Rosena and seconded by Sara to approve this revision. The motion passed.

Section B: Executive Board/Executive Board Officers

- a.Renamed Recording Secretary to Secretary
- b.Removed Corresponding Secretary

MOTION: A motion was made by Virginia and seconded by Mari to approve this revision. The motion passed.

Section B: Executive Board/Liaisons to Chapter Presidents' Council

- a.Added statement to #2 - Liaison reports will be posted under Board Resources on the CA website.

MOTION: A motion was made by Sara and seconded by Mari to approve this revision. The motion passed.

Section C: Finance/Expense/Standing Committee Chairman Expenses

- a.Item 1b - Changed title Publicity/Technology/Archive Chairman... to Technology Chairman.

MOTION: A motion was made by Anita and seconded by Rosena to approve this revision. The motion passed.

Section C: Finance/Expense/Regional Conference Reimbursement:Additional Officers

- a.Policy statement revised to reflect the change in Executive Board Officers. "The budget will allow for three (3) additional Executive Members, (those not fully budgeted): Chaplain, Secretary, Historian/Sergeant-at-Arms, to be partially or fully reimbursed for Regional Conferences, not to exceed the budgeted amount."

MOTION: see block motion below

Section C: Finance/Expense/State Convention Reimbursement: Additional Officers

- a.Changed Policy to reflect change in composition of Executive Board

MOTION: see block motion below

Section C: Finance/Expense/International Convention Reimbursement:Additional Officers

- a.Change policy to reflect change in composition of Executive Board

MOTION: see block motion below

Section G: State Convention Reimbursement/State Convention Reimbursement: Additional Officers

a.Changed Policy to reflect change in composition of Executive Board

MOTION: see block motion below

Section H: Regional Conference Reimbursement: Additional Officers

a.Changed Policy to reflect change in composition of Executive Board

MOTION: see block motion below

Section J: International Convention/International Convention Reimbursement:
Additional Officers

a.Changed Policy to reflect change in composition of Executive Board

BLOCK MOTION: A motion was made by Rosena and seconded by Mari to approve the above stated revisions. The motion passed.

Section C: Finance/Expense/Noel Leonard Leadership Grant: SWR

a.Changed Policy to reflect eleven (11) councils

MOTION: see block motion below

Section C: Finance/Expense/Noel Leonard Leadership Grant: State Convention

a.Change Policy to reflect eleven (11) councils

b.Changed procedure #2 to reflect eleven(11) councils

MOTION: see block motion below

Section D: Scholarships, Grants, and Awards/Noel Leonard Leadership Grant:SWR

a.Changed Policy to reflect eleven (11) councils

BLOCK MOTION: A motion was made by Sara and seconded by Marlene to approve the above stated revisions. The motion passed.

Corrected Policy statement to read “even-numbered years”

MOTION: A motion was made by Rosena and seconded by Marlene to approve this revision. The motion passed.

Section C: Finance/Expense/State Honorary Member: Publication Fee

This item was deferred to our next executive board meeting in January, 2019.

Section D: Scholarships, Grants, and Awards/International Excellence in Education
Award

a .Added recusal language

MOTION: see block motion below

Section E: Altruistic Projects/State Altruistic Project: Selection Process

a.Added 5a and 5b recusal language

MOTION: see block motion below

Section G: State Convention/Eleanor Bendell State Scholarship: Presentation
a.Added 1a recusal language

BLOCK MOTION: A motion was made by Rosena and seconded by Sara to approve the above stated revisions. The motion passed.

13.2. Report of Missing Items in Proceedings of Convention: At the August training, while reviewing the Proceedings of Convention Diana brought to the attention of the Executive Board that there were two pages missing from the budget section. We also had to correct the biennium date on the inside cover of the document to read 2016-2018. Karen directed Diana to review the entire document to determine if anything else was missing. In October, at the Burlingame executive board meeting, Diana gave us the two pages to add to our Proceedings of Convention. Diana also reported that there were not any further items missing from the document.

13.3. Resolutions Chairman Job Description: This has always been signified as a DRAFT. Karen reviewed this Job Description with us. Section G was omitted. It stated the Resolutions Chairman will maintain and update this job description throughout the biennium by revising the job description and by including relevant documents. That is the responsibility of the Executive Board, not the chairman. Recording Secretary title was deleted so it reads just Secretary.

MOTION: It was moved by Diana and seconded by Rosena to accept the above stated Resolutions Chairman Job Description as updated. The motion passed.

This document about resolutions will be in the CA website under Chapter Resources.

13.4. Technology Chairman/Webmaster Job Description: Karen read this job description to us and it was called the Duties of the Technology Chairman. This was deferred until the January executive board meeting. Karen would like to fold this into the job description for the Immediate Past President.

13.5. Review the Recommendations from the 2016-2018 State Convention Reports:Members reviewed the recommendations that were published in the 2018 State Convention Minutes, 4.0 Reports.

Here are the acknowledgements of the recommendations.

President: Diana Galvan

1. Continue to encourage the use of the California and International websites.
Action on this recommendation is ongoing.
2. Emphasize the importance of keeping Directory information current on the International website.
Action on this recommendation is ongoing.
3. Continue to email President's newsletter to all members.
Action on this recommendation is ongoing.
4. Encourage the establishment of new chapters.

- Action on this recommendation is ongoing.
- 5. Explore establishing collegiate chapters in California.
Action on this recommendation is the possibility of contacting Mary Krause to see if Chico campus might be interested in having a collegiate chapter.
- 6. Continue to encourage chapters to achieve 7-Pearl status.
Action on this recommendation is ongoing.

Immediate Past State President: Mary Ann Englehart

- 1. Encourage all members of the state executive board to actively participate in Board discussions.
Action on this recommendation is ongoing.
- 2. Seek out potential leaders and encourage their participation in leadership roles.
Action on this recommendation is ongoing.
- 3. Enable all executive board members to edit the California State website updating information for their particular area of concern.
Action on this recommendation is that there should only be one person to do this. Consensus was to not accept this recommendation in order to maintain congruence and minimize mistakes. The recommendation of updating the CA website should be the job of the webmaster.
- 4. Continue to make communication with all California sisters a priority through newsletters, e-blasts, and personal contact.
Action on this recommendation is ongoing.
- 5. Explore avenues for expansion through establishing new chapters.
Action on this recommendation is ongoing.
- 6. Utilize past state presidents as a resource for communication and membership expansion.
Action on this recommendation is ongoing.

State President-Elect: Karen Kirby

- 1. Collaborate with council presidents in planning district conferences and incorporating the state president's theme. Make sure council presidents utilize the "Planning District Conference Guidelines" in the Presidents' Council Handbook.
Action on this recommendation is ongoing.
- 2. Encourage all California sisters to utilize the resources on the state website.
Action on this recommendation is ongoing and constant.
- 3. Continue to use technology as a means of timely and effective communication.
Action on this recommendation is ongoing.
- 4. Create an easy-to-use form to collect new chapter/council officers information for the Presidents' Council Handbook.
Action on this recommendation is an assignment to Sara and Karen to develop a format for ease of use.
- 5. Continue to use group reservations services to make arrangements for California State Executive Board Meetings.
Action on this recommendation is ongoing.

Vice President for Membership: Sara Cooper

- 1. Set time aside with the state membership team to create a concrete Membership Action Plan to present to the members at large as a focus for the biennium.
Action on this recommendation is completed.

2. Meet with the newly-elected vice president for membership to go through the duties of the office.
Action on this recommendation is completed.
3. Provide training for chapter membership chairs to use the state and international websites.
Action on this recommendation is completed.
4. Continue sending the monthly membership memos to all chapter membership chairs.
Action on this recommendation is completed. Also, send this information to the state executive board.
5. Continue awarding the California Membership Award at the end of each biennium.
Action on this recommendation is ongoing.

State Treasurer: Marlene Cordova

1. Continue to use Quicken to track and reconcile income and expenses.
Action on this recommendation is ongoing.
2. Provide in-depth inservice to the new state treasurer on using Quicken.
Action on this recommendation is ongoing.

State Recording Secretary: Lynne Keating

1. Continue the review of draft of minutes by two executive board members.
Action on this recommendation is ongoing.
2. Continue the practice at executive board meetings of giving the secretary a printed copy of reports before the start of the meeting, i.e., treasurer's report, membership report.
Action on this recommendation is ongoing.
3. Prepare a digital document that includes all of the state executive board minutes for the biennium.
Action on this recommendation is that it will be done.
4. Discuss the ramifications of the elimination of the corresponding secretary position, and rewrite the job descriptions once the new duties for the secretary are clarified.
Action on this recommendation was assigned to a committee and completed.

State Corresponding Secretary: Joanne Grimm

1. The duties of the corresponding secretary should not be added to the recording secretary's duties. Correspondence should be handled by a state board member as it applies to the duties of her office.
Action on this recommendation is that it is accepted
2. Every effort must be made to reach and communicate with members who do not have access to or who do not choose to use email or text.
Action on this recommendation is that it is part of the ongoing feasibility study.
3. The president appoints a non-board member to edit the state newsletter, relieving the president of this task and increasing membership interest and participation.
Action on this recommendation is that it is accepted and ongoing.

State Historian and Sergeant-at-Arms: Mary Krause

1. Continue the use of an electronic scrapbook tool. Explore other user-friendly choices like

Shutterfly.

Action on this recommendation is ongoing.

2. Continue to send detailed instructions to chapter historians, and chapter presidents with clear due dates.

Action on this recommendation is ongoing.

3. If a new electronic scrapbook tool is selected, create a video or recommend the use of the online video of the new company selected for chapter historians to view.

Action on this recommendation is ongoing. We are looking into Snapfish videos.

4. Encourage chapters to select technologically savvy members to become chapter historians.

Action on this recommendation is ongoing.

5. Have past electronic scrapbooks available for viewing on the state Alpha Delta Kappa website.

Action on this recommendation is ongoing. We want these on a flash drive, or a hard drive backup or the cloud because flash drives can crash. Karen directed Sara to investigate this because we want to archive for posterity.

State Chaplain: Kathleen O'Malley

1. Working with the state treasurer and vice president for membership we continue to develop a plan for the reporting of members moving into Omega Chapter and decide which officer shall extend the condolences of the executive board to the reporting chapter.

Action on this recommendation is ongoing and we will explore solutions at the next meeting in January, 2019.

2. With former state chaplains, create a standard program or ritual for the Omega ceremony.

Action on this recommendation was not accepted.

3. Visit the International website for ideas and resources that are posted from other S/P/Ns.

Action on this recommendation is ongoing.

4. Continue to request the themes of district conferences in advance, so that the inspirational thoughts presented by the chaplain reflect the theme or the activities of the district.

Action on this recommendation is ongoing.

The recommendations in 5.0 and 6.0 of the Proceedings of Convention will be addressed at our January 25, 2019 executive board meeting.

13.6. Reassignment of Corresponding Secretary Duties

Deferred to the January executive board meeting.

13.7. Revise State Officers' Job Descriptions

Deferred to the January executive board meeting.

13.8 Hard copies/notebooks disposal

The secretary and the president will keep a copy of the former hard copy editions of the Policy and Procedures. A hard copy of past minutes will be kept by the secretary. The treasurer will keep hard copies according to the IRS guidelines. The historian's scrapbooks etc. will be revisited in the future. The chaplain's Inspirational Thoughts should be digitized at the end of each biennium.

13.9. Feasibility Study for Passed Resolution

The committee has started this. A survey will be sent to each chapter asking how many people might participate if there is a fee.

14. New Business

14.1. District Council Liaison Report Feedback

There were no council items that needed to be discussed.

14.2. President's Liaison Report

The one that comes from Karen is now called the President's Liaison Report.

14.3. November newsletter

Karen gave us a preview.

14.4. Evaluation of Valley District Conference

The Jeopardy Game was great. The timer was well-received. Less than 30 seconds is better per answer, maybe even 15 seconds. Be aware of any sisters who might be interested in being future executive board members. The meeting was upbeat, fun, and it was relaxed. Meeting fellow sisters who have the same job as an executive board member was a positive experience. All went smoothly and the meeting was enjoyable. The speaker from the nature center was well-liked. We had experience from the first Northern District meeting so our presentations were smoother. Karen passed out a hard copy of the evaluations from the Northern California Conference. She compiled all of the comments and scores. She pointed out that for today the word Training was taken out after the Fraternity Education category. She was also very pleased that more sisters are using the website. Another thought was maybe speakers should only speak about 20 minutes or so and then have time for questions.

14.5. Marina District Conference Jan. 25 - 27, 2019

The Conference will be at Los Robles Greens in Thousand Oaks. The closest airport to the Marina District Conference would be the Burbank Airport.. Make your reservations while airfares are still cheap. Hotel accommodations will be made soon.

14.6 Payment of the bills

MOTION: A motion was made by Diana and seconded by Sara to pay the bills that were submitted. The motion passed.

15. Announcements

- 15.1. ITE Weekend November 9 - 11, 2018
- 15.2. Jan. 1, 2019 Membership Campaign begins
- 15.3. Jan. 31, 2019 Regional Professional Development Scholarship application due
- 15.4. Feb. 15, 2019 Fine Arts grant application due
- 15.5. Feb. 15, 2019 Living Memorial Scholarship application due
- 15.6. March 1, 2019: AΔK Future Educator Scholarship application due
- 15.7. March 1, 2019: Maxine B Pettibone Scholarship application due
- 15.8. March 15, 2019: Newly formatted chapter bylaws are due to Susan Raffo
- 15.9. July 17 - 20, 2019: International Convention, Minneapolis, Minnesota Hilton Hotel
- 15.10. May 30, 2020: California State Convention, Northern District
- 15.11. July 13 - 16, 2020: NW/SW Regional Conference Honolulu, Hawaii

16. Other

There were no other items brought up at this time.

17. Closing Thought: Virginia closed our executive board meeting with this inspirational thought. We continue to grow as a team. Thousands of candles can be lit by one candle without diminishing the life of the first candle. She wants us to be that one candle and share the happiness we shared this weekend solely by being a member of Alpha Delta Kappa with our very own chapters.

18. Adjournment: The meeting was adjourned at 6:01 P.M.

Respectfully submitted,

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

Board Meeting Follow-up:

Karen

- **Revise state officers' job descriptions**
- **Send Diana Technology job description. Review with Diana.**

Diana

- **Rewrite the template by filling in the blanks and removing unnecessary wording.**
- **Put Resolutions guidelines on website in Chapter Resources.**
- **Investigate storage capacity on the website.**
- **Work with Susan on the items in the Letter of Additions.**

Mari

- **Contact International to determine how many state honorary members we have.**

Sara

- **Investigate hard drive for digital storage.**