



California Alpha Delta Kappa Special Board Meeting Minutes

August 23, 2014 McCartin Home
42880 W. Mountain View Lane, Oakhurst CA 93644

1.0 **Call to Order:** California State President Mary Ann Englehart called the meeting to order at 9:30 A.M., and welcomed board members to the meeting and training.

2.0 **Silent Roll Call:** Present:

Officers:

Mary Ann Englehart	President
Diana Galvan	President-elect
Mollie Acosta	Immediate Past President
Rebecca Sikes	Vice President, Membership
Karen Kirby	Treasurer
Lynne Keating	Recording Secretary
Kerry Hackman	Corresponding Secretary
Sara Cooper	Historian/Sergeant-at-Arms
Joanne Grimm	Chaplain

Guest:

Susan Raffo, Beta Rho	Past State President
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3.0 **Approval of Agenda:** Mary Ann added item 8.6, Bylaws, which Susan Raffo will address. Sara Cooper asked a question regarding council assignments, which Mary Ann stated will be addressed in item 9.4.1. This item was incorrectly labeled 8.4.1, Assignments, on the agenda, and was corrected. Mary Ann also added item 9.4.2, Council Issues. Item 9.5 will probably be tabled as there is no information yet from International regarding a new ITE student in San Diego. The agenda stood approved as amended, as there were no objections to its approval.

4.0 **Opening Thought:** Joanne Grimm shared thoughts on the importance of good beginnings. She reminded the board that a good beginning foretells a good ending, asked members to recall memorable beginning lines from literature, and had members reflect on “beginnings” in their own lives. “Beginning is what one makes it.” She shared Henry Ford’s thoughts regarding success, “Coming together is beginning, staying together is progress, working together is success.” She closed by connecting to the theme for the biennium, “And so, with heart, we begin.”

5.0 **Approval of Post-Convention Minutes:** Mary Ann asked board members to submit editorial changes to Lynne once they receive minutes via email, and to do so ahead of the next scheduled board meeting. The minutes were reviewed page by page for corrections. Incorrect dates, August 23-25, rather than August 22-24, were listed for the Special Board Meeting, item 7.3, however, August 23-25 was stated during the Post-Convention Board meeting, so a correction was not made.

MOTION: Becky Sikes moved approval of the minutes as submitted. Karen Kirby seconded the motion. Motion passed.

6.0 **Correspondence:** Kerry Hackman shared correspondence that she sent, followed by Mary Ann sharing correspondence that she received.

- A note was sent to Mollie Acosta, thanking her for a wonderful convention.
- A note was sent to Ted Miller, thanking him for his help in creating a wonderful convention.
- A get-well card was sent to Cathy Shim, with hugs and wishes for a speedy recovery.
- A thank-you was sent to Heather Drick, Little America, for her hard work during Regional Conference in July. Kerry thanked her for all she did to make the stay fun and memorable, and told her that the good memories won't be forgotten.
- Prayers and well wishes were sent to Jo Nolin as she undergoes treatment, as well as wishes for a quick and painless recovery.
- Mary Ann received a copy of the Noel Leonard Fund statement from the Alpha Delta Kappa Foundation.
- Ellen Wixom sent congratulations to Mary Ann on her state presidency.
- Mary Ann received an email from Linda Futterer regarding issues and concerns shared during a meeting at the regional conference. Mary Ann just received the email, so the contents will not be shared until there is time to review it.

7.0 **Budget/Expenses**

7.1 **Treasurer's Report:** Karen expressed her appreciation to Diana for setting up Quicken and making it easy to follow in her footsteps. She directed new board members to the information sheet for the reimbursement process. Account balances on the white summary form were shared. There are more items to input, so a full spreadsheet will be presented at the next board meeting.

Balances as of 7/31/2014

Bank Accounts

Wells Fargo Bank	WF Checking	\$ 25,658.85
	WF Reserve	\$ 45,935.44
	<u>WF Scholarship</u>	<u>\$ 20,883.89</u>
	TOTAL Bank Accounts	\$ 92,478.18

Investment Accounts

AΔK Foundation	<u>Noel Leonard</u>	\$ 43,769.31
	TOTAL Investment Accounts	\$ 43,769.31

Overall Total \$136,247.49

State Convention Account as of 8/11/2014

Income	State seed money	\$ 7,500.00
	Registration	\$ 16,060.00
	<u>Interest</u>	<u>13.97</u>
	Total	\$ 23,573.97

Summary	Expenses	\$ 15,673.64
	<u>Refund</u>	<u>\$ 7,500.00</u>
	Profit	\$ 400.00

Karen stated that the Convention positive balance should be corrected to \$400.33. There was discussion about disbursement of the positive balance. Susan explained that the Policies and Procedures Manual provides that the State Convention Committee make a recommendation to the State Executive Board as to whether unexpended funds be allocated to leadership, scholarship or altruistic projects. The board will then act upon that recommendation. Mary Ann directed Lynne as State Convention Chairman, to poll the committee and bring the recommendation for disbursement of the positive balance to the board in October. Action on disbursement of the positive balance was tabled.

Karen presented a statement of the Noel Leonard Leadership/Memorial Grants Programs, provided by the Alpha Delta Kappa Foundation, as of May 31, prepared on June 30. Mary Ann noted that since we have agendized a discussion regarding these funds, she will move item 7.3 to this point in the agenda.

- 7.3 **Report on investigation to move Foundation monies:** Diana reported on alternatives for investments. with concerns about the Foundation expressed in regards to delayed reports for the Noel Leonard money, although the Foundation is doing well with the funds themselves. She summarized services of other companies, USAA, Vanguard and Wells Fargo, and the complicated nature of the decision. Discussion followed regarding the needs of our organization relative to the two funds - Noel Leonard fund and California Alpha Delta Kappa Reserve Account, which is deposited at Wells Fargo in a high yield savings account. Background information was shared regarding both funds.

Diana then focused on the Noel Leonard legacy funds. Discussion followed, with clarification that the purpose of the fund is to support leadership grants, but to ensure that balance does not go below \$35,000. There was also discussion as to whether funds for conference attendance be withdrawn from operating funds when possible in order to preserve the legacy, with these actions being thoroughly

documented. More discussion will follow in October. Consensus from board members resulted in the decision to keep the Noel Leonard funds in place with the Alpha Delta Kappa Foundation. No action was needed as there were no objections from board members as to the current practice and placement of the funds.

MOTION: Diana Galvan moved that \$20,000.00 from the Wells Fargo reserve account be withdrawn and invested in a high yield certificate of deposit at Wells Fargo for four to five years. Kerry Hackman seconded the motion. Motion passed.

7.2 **NW/SW Regional Conference:** Diana reminded members to please send receipts to the treasurer in a timely manner. She reported that there is probably enough money to pay expenses for all board members who attended the conference. Further directions for reimbursement were shared and a manila envelope for receipts was given to each board member.

7.2.1 **Shirt Sales:** Kerry reported that at NW/SW Regional Conference 76 purple shirts, one maroon shirt and three pins were sold for a total of \$1535.00. Sara reported finding a check for \$45 for one shirt and a pin. The shirts will be inventoried today, so that a decision can be made later today as to whether to purchase more.

7.3 **Report on investigation to move Foundation monies:** This item was addressed during the Treasurer's Report.

7.4 **Motion to pay bills:**

MOTION: Mollie Acosta moved that the bills be paid. Sara Cooper seconded the motion. Motion passed.

Karen told the board that many chapters have fulfilled their financial reporting for 2013-2014, and that she is following up with just a few chapters. Diana praised Karen's work in acquiring a better response in this area.

8.0 **Unfinished Business**

8.1 **List of 2014-2016 Chairmen/Committees:** Mary Ann reported that the list of chairmen and committees is on Google Drive. As there may be problems opening docx, Mary Ann may send a PDF. Issues will be addressed in Mollie's training later today. Mary Ann reported that there is still an opening for Candidate Qualification from the Southern District.

8.2 **Presidents' Council Surveys:** Mary Ann reported that results of the surveys will help with direction for this biennium. She shared some results. Most surveyed reported preferring to use the newsletter with information links rather than going

directly to the website. A goal will be to increase use of the website, because information will be updated frequently, while newsletters are only published four times a year. There were also common issues regarding the challenges of membership, leadership and recruitment. Mary Ann will post results on the website. Comments also reflected interest/questions about having a FaceBook page. A volunteer who will research setting up a State FaceBook page was requested. Becky volunteered, and will have a report at the first district meeting, with a possibility that members may sign up at that meeting.

8.3 **NW/SW Regional debriefing:** Mary Ann reported that survey results on membership joys, statistics, and growth charts are available. She asked for more input regarding the conference. Some input was given: there was good representation from International; not many newer members attend, possibly because of the location this year; conferences may be too many days in length; and the next location will be again far from California. It was suggested that these ideas and more should be communicated to International, and that Mary Ann compose a letter, obtain signatures from other State and Regional representatives, and then send to International. Other ideas to include were: impact of event planners on venue selection and ADA requirements at venues. Diana volunteered to begin the letter, asked for board members to send input to her, and then recommended that it be sent to job-alikes in other states for their signatures.

8.4 **Job Descriptions:** Mary Ann sent out copies of job descriptions for review last biennium. The goal is to revise committee descriptions as they are outdated, with Scholarship as first priority. Madeleine McCormick is working on a new rubric for scholarship applications. Board members were requested to look over the committee descriptions before the next meeting, with a special emphasis on Scholarship. The board must also review the match for State committees with International, verifying that where some committees are assigned to a board member, that it is noted in the California manual.

7.2.1 **Shirt Sales:** At this point the new information regarding the shirt inventory was addressed. Inventory includes: 0 X-Small, 6 Small, 0 Medium, 7 Large, 1 XL, 10 3X, 0 4X. There was discussion about how many shirts to order, price breaks for larger orders, whether members would continue to buy them this biennium, and the purpose of raising money by these sales.

MOTION: Sara Cooper moved that in order to secure a lower price, 145 shirts be ordered for AΔK. Becky Sikes seconded the motion. Motion passed.

Arrangements for inventory, storage and selling of shirts were discussed, with a suggestion to store them in the Valley, and to ask two to three local members to help sell them at district conferences. Mollie volunteered to store the shirts..

- 8.5 **Policies and Procedures:** Mary Ann thanked Susan Raffo and Diana Galvan for their work on redoing the Policies and Procedures Manual. The document is now online as a PDF. Those board members who want to ask questions may visit the “Executive Board Resources” area of the State website. The password was shared. Susan explained that the original prefaces have been preserved, which were written at the times when major revisions were instituted, and that there is a new preface for 2012-2014. She explained the link feature, to click on a title, and be redirected to the topic in the body of the manual. It is also possible to use “Control-Find” to search multiple points in the document for a topic. There are cross-references listed when there are multiple areas in the manual where a topic is addressed. The content was maintained, and an appendix was created in order to assist members in understanding what recent actions were taken. The goal was to create a document that was reorganized and searchable, and Mollie commented, “We are there!” There was discussion about approval, since the board has not reviewed the whole document.

MOTION: Joanne Grimm moved that the board accept the digitized and revised Policies and Procedures as presented for further review. Becky Sikes seconded the motion. Motion passed.

MOTION: Joanne Grimm moved that the minutes reflect the Board’s gratitude for the work put into the digitized and revised Policies and Procedures by Susan Raffo and Diana Galvan. Karen Kirby seconded the motion. Motion passed.

9.0 New Business

- 9.1 **Presidents’ Council Handbook:** Diana reported some difficulty with getting the new information needed from some chapter presidents. She is following up on this problem. The new Google form that was sent out in early May had an excellent response, though. The handbook will be ready by the October Northern District meeting, with a hard copy for council presidents. There was discussion as to mailing and/or providing hard copies to members, on whether there needed to be revisions to the policy as to purpose. Mary Ann redirected the discussion, and

directed that copies be made for council presidents, council secretaries, state board members, committee chairmen, state convention chairmen, and past state presidents. More discussion followed, as board members shared that they felt many would reference the handbook online.

MOTION: Sara Cooper moved that for this biennium 30 hard copies of the Presidents' Council Handbook be distributed to all council presidents and other past and present officers who request them. Becky Sikes seconded the motion. Motion passed.

Mollie will poll the past presidents to determine who would like a hard copy.

9.2 Northern District Conference

9.2.1 **Officer training:** Officer training is to be prepared to explain duties, etc., to chapter officers. Diana explained that she would like training at every district conference meeting using consistent materials, while Mary Ann commented that sometimes it will be given at council meetings, as some districts meet late in the first year. Other information that was shared included: officers should create documents for training that could be used by others who may train at a council meeting when all board members are not present, emphasize to councils/districts that breakout space is needed for training, perhaps create a video, encourage past officers to work with new officers, and present training with a different title at Marina and Southern districts in January and March. Mary Ann suggested new officers talk to a past officer or to her if they need help with training. She reminded board members that Diana will make all arrangements for lodging and registration for district conferences. Board members will need to make travel arrangements and possibly make meal choice(s). There was further discussion regarding sales at district conferences, and a reminder that sales by chapters are not allowed. Funds raised may only be used to defray the conference cost, however, if a district has an opportunity drawing, and all the bills have been covered, the funds can be given to an altruistic or council project.

9.2.2 **Infamous Women:** The skit that was presented at NW/SW Regional Conference will be presented at Northern District Conference. After discussion, board members agreed that if it was presented after lunch, they

were in favor of performing. A plan to videotape the skit at Northern District Conference, and then present it to the other conferences was also suggested.

9.3 **“Sisters with Heart” Newsletter:** Mary Ann will compile the newsletter in the next two weeks. Four newsletters will be published each year. Items for publication should be sent to Mary Ann by September 8th. She would like an article from the Historian on specific ways to perform tasks, from Vice President of Membership on goals for the biennium, from the Treasurer with needs or thank-yous, and from the Chaplain with a condensation of the day’s “Opening Thought.” Photos of committee members will be obtained for the website and possibly for the newsletter.

9.4 **Liaison Report:** The report contains important deadlines. Kerry will send out the report via eblast after Mary Ann revises some items. Some changes/additions include: announcement by International of “Books on the Move” as our International altruistic project, information on International Teacher Education representative, bylaws procedures, dues collection, and reporting financial information.

9.4.1 **Assignments:** Board liaisons are a resource to council members, their “go-to” person. Susan is assisting with Northern District although she is not on the Executive Board, and the precedence for this has been established. Lynne will serve as San Diego Council liaison, Sara will work with Inland Cities Council, and Karen confirmed that she is fine working with two councils.

9.4.2 **Council Issues:** Sara explained that no one from Jo Nolin’s chapter is willing to take the role of Inland Cities Council president, and Jo is unable to fulfill the presidency due to her illness. It was explained that the best idea is to go to the next chapter on the wheel, which is past practice. It was decided that Lynne would send some sample first meeting agendas from previous meetings to Sara, Kerry will talk to Andrea Street of Gamma Zeta to see if she will accept the presidency, and Sara will convene the meeting. The adjustment to the wheel is really a “switch” - the two chapters trading places for this biennium.

Mary Ann reported that Turlock/Modesto has only one chapter, so no council meetings are held.

9.5 **ITE Student:** This item was tabled, awaiting information from International.

9.6 **2016 Convention Site:** Discussion was held regarding the locations for state conventions and the wheel. The wheel was developed to allow for rotation between districts, rather than hold the convention in the President-Elect's district, therefore creating opportunities for shorter travel for all at some point. The wheel currently has the two southern districts "next" to each other, so there will always be two conventions in a row in the south. Some ideas were shared as far as keeping the wheel as it is or changing it, and the item will be revisited in October. In the interim, Mary Ann will survey the councils in the districts affected for their input.

10.0 **Announcements/From the Floor**

There may be problems created for attendance at regional conference in 2016, due to the late summer date that is already scheduled. Pat Trias is gathering information about school district start dates in the Southwest Region to determine impact.

Mollie told board members that there is an October 15th deadline for submitting resolutions to International. Chapters may submit resolutions, as well as state board or councils. Resolutions are submitted directly to International.

The Chapter Needs Assessment is now online on the International website. It is a new format, just data collection, and is due October 1st. Chapters who submit it receive one pearl. It was also included in the chapter president's packet.

Diana mentioned that Kim Gerould, our Excellence in Education winner received her pin at the first chapter meeting. Part of the award was \$200 to assist her with attendance at the regional conference. Since she was unable to attend, Diana proposed that we still give her the money as an award, although Policies and Procedures do stipulate that the money is to support conference attendance.

MOTION: Diana Galvan moved that we award a \$200 honorarium to Kim Gerould in honor of her selection as our Excellence in Education winner. Kerry Hackman seconded the motion. After discussion, the motion passed, with one member abstaining.

Becky commented that she is still unclear about some of the responsibilities of her office.

Mary Ann suggested officers take time today to get together and discuss duties and questions.

Becky brought the Altruistic Projects notebook for Harriet Kelly, and Karen brought the materials for the Resolutions Chairman.

11.0 **Closing Thought:** Joanne opened with a “knock-knock” joke. She provided thoughts on the benefits of laughter related to health and coping with stress. Much research has been undertaken to confirm the benefits for teamwork, lessening conflict, promoting bonding, and uniting people. She reminded board members of the positive impact of the “Infamous Women” skit on the tired audience of AΔK sisters in Cheyenne, how they shared laughter when the “Wild Women” of California entered.

12.0 **Adjournment:** The meeting was adjourned at 4:50 P.M.

Submitted by,
Lynne Keating
Recording Secretary
California State Executive Board



California Alpha Delta Kappa Executive Board Meeting Minutes

October 10, 2014 Bay Landing Hotel
1550 Old Bayshore Highway, Burlingame CA 94010

1.0 **Call to Order:** California State President Mary Ann Englehart called the meeting to order at 6:08 P.M.

2.0 **Silent Roll Call:** Present:

Officers:

Mary Ann Englehart	President
Diana Galvan	President-Elect
Mollie Acosta	Immediate Past President
Rebecca Sikes	Vice President, Membership
Karen Kirby	Treasurer
Lynne Keating	Recording Secretary
Sara Cooper	Historian/Sergeant-at-Arms
Joanne Grimm	Chaplain

Guest:

Susan Raffo, Beta Rho	Past State President
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Absent:

Kerry Hackman	Corresponding Secretary
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3.0 **Opening Thought:** Joanne Grimm distributed a fortune cookie to each board member, and asked us to crack them open and share our messages of fortune, stating “at an AΔK board meeting” at the end of the sentence. All read their sentiments aloud.

4.0 **Review of Agenda:** Mary Ann provided additions to the agenda for October 11th. Under 10.5 Liaison Report, correct numerals 10.4.1 and 10.4.2 to read 10.5.1 and 10.5.2. Add 10.6 Noel Leonard Recipients and 10.7 I.T.E. Weekend. Change items in 9.0 Unfinished Business, 8.1 through 8.7 to 9.1 through 9.7 respectively. Item 9.1 2012-2014 Chairmen/Committees Final should read 9.1 2014-2016 Chairmen/Committees Final. Under item 9.6 Job Descriptions change 8.6.1 and 8.6.2 to 9.6.1 and 9.6.2 respectively. Add Facebook as 9.6.3.

- 5.0 **Correspondence submitted to Corresponding Secretary:**
- Mary Ann will forward an email to Kerry that was received from Mayme Chinn and Dorothee Vaio who are traveling in Europe.
 - Mary Ann received an email from Susan Kelly, Virginia Alpha Delta Kappa relief chairman, who offered help for sisters in California who may have had problems with California's earthquake or fires.
 - Other correspondence regarding resolutions will be shared on October 11th.
- 6.0 **Submit expense reimbursements/bills with receipts:** Mary Ann reminded board members to complete forms and include attached receipts for reimbursement requests.
- 7.0 **District Conference Update:** Diana reported that Northern District Conference will begin with registration at 9:00 A.M., starting time of 9:30, and that board should arrive earlier for setup. She reviewed the order for presentations and use of projection system for overview of some materials. The Lamp of Alpha Delta Kappa will be sung before workshops, followed by those workshops, lunch and then the board's presentation of the skit for Disney's infamous women. Mary Ann clarified technology use with Mollie, Sara and Susan, as well as for the breakout sessions. Arrangements for dinner, skit rehearsal and morning transportation were finalized.
- 8.0 **Bylaws:** Susan Raffo reported that California Bylaws have been revised and aligned with International Bylaws, submitted to the International bylaws chairman, are posted on the website, and can be shown at the conference. Susan asked for clarification/explanation about bylaws changes and choices, and made copies of the explanations for each chapter. All chapters will receive copies of California Bylaws, the rationale for choosing between the two options, and a certification checklist. All Northern District chapters are already certified, so Susan will give them directions on what to send to her with a template for the statement. She will also put these resources in the newsletter and online. She will probably update filing of these requirements, and just keep the newest certification letters each biennium, rather than keeping past artifacts. Susan also recommended that the board consider Lora Ginsberg's recommendation for changing the deadline for receipt of updated bylaws to December 1st. The current deadline is October 15th.
- 9.0 **Adjournment:** The meeting adjourned at 6:45 P.M., to be resumed on Saturday, October 11, 2014.



California Alpha Delta Kappa Executive Board Meeting Minutes

October 11, 2014 Bay Landing Hotel
1550 Old Bayshore Highway, Burlingame CA 94010

- 1.0 **Call to Order:** California State President Mary Ann Englehart called the meeting to order at 2:50 P.M.
- 2.0 **Silent Roll Call:** Present:
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| <u>Officers:</u> | |
| Mary Ann Englehart | President |
| Diana Galvan | President-Elect |
| Mollie Acosta | Immediate Past President |
| Rebecca Sikes | Vice President, Membership |
| Karen Kirby | Treasurer |
| Lynne Keating | Recording Secretary |
| Sara Cooper | Historian/Sergeant-at-Arms |
| Joanne Grimm | Chaplain |
| <u>Guest:</u> | |
| Susan Raffo, Beta Rho | Past State President |
| <u>Absent:</u> | |
| Kerry Hackman | Corresponding Secretary |
- 3.0 **Approval of Agenda:** Mary Ann reminded board members of additions and corrections from October 10th and asked if there were any other additions. Hearing none, Mary Ann asked that all in favor of the agenda reply, “Aye.” The agenda was approved.
- 4.0 **Opening Thought:** Joanne shared the poem, “Listen to the Mustn’ts” with the message that after children listen to the “mustn’ts,” “don’ts,” “shouldn’ts” and other negatives, that they should still listen, because “Anything can happen, child. ANYTHING can be.”
- 5.0 **Approval of August Special Board Meeting Minutes:** Under item 10.0 Announcements/From the Floor, the second paragraph, Mary Ann added the following item that was omitted: “President Mary Ann directed Mollie to compose a resolution regarding International seeking input from state leaders prior to making decisions regarding regional conferences.”

MOTION: Mollie Acosta moved approval of the minutes as amended, Karen Kirby seconded the motion, and the motion carried.

6.0 Correspondence

6.1 Received:

- A copy of a new resolution prepared by Lora Ginsberg and Mayme Chinn that is being submitted to International was passed around. The writers feel that the provision of magnetic backs does not address the concerns with the badge. It is a resolution that provides a clear description of the rectangular cloth backing, which would be used for attaching of the Alpha Delta Kappa badge, and then worn on a garment.
- A letter was received from the Fresno/Clovis Council issuing an invitation to host the 2016 State Convention.

6.2 **Sent:** No correspondence was sent.

7.0 Budget/Expenses

7.1 Treasurer's Report as of 7/31/2014:

Bank Accounts

Wells Fargo Bank	WF Checking	\$ 19,138.18
	WF Reserve	45,942.00
	<u>WF Scholarship</u>	<u>20,855.46</u>
	TOTAL Bank Accounts	\$ 85,935.22

Investment Accounts

AΔK Foundation	<u>Noel Leonard AΔK Foundation</u>	<u>\$ 42,988.27</u>
	TOTAL Investment Accounts	\$ 42,988.27

OVERALL TOTAL \$128,923.49

Karen reported that Beta chapter has already paid their dues. Karen will continue to note dues payments on the balance sheet, so that board members can track how collection is progressing.

Karen also reported that the budget page shows some areas in the red since dues are still being collected. She asked members to note the expense of one-fourth of the conference budget on the regional conference. Mollie suggested that data be reviewed as far as the amount budgeted for the conference and which board members are fully paid, and if necessary to look at the leadership fund to continue to support attendance at this worthwhile conference, if more funds are needed.

Diana pointed out that Noel Leonard Leadership Grants were given to support attendance at the NW/SW Regional Conference, however the funds were taken from the leadership fund, not out of the Noel Leonard account, so this expense has not yet been reimbursed by the fund. The funds will not be withdrawn for a while, depending on the market. Karen will report on the account balances page as to the amount of funds taken from the budget and subsequent reimbursement.

A \$319.35 expense for Leadership Training under Regional Conferences was questioned. Karen and Diana will check on the expense and report back.

Discussion followed about expenses for conferences. Should there be a cap? If we spend a larger amount on regional or district or both conferences, will this impact the ability to pay for attendance at International Convention? This issue will need to be followed this year, in order to provide input to the upcoming board as they plan for the next biennium. The amounts to budget should be set ahead of time so that board members will know how much can be reimbursed to those board members with partial coverage.

- 7.2 **Report of Convention Committee:** Lynne reported that three of five members of the convention committee recommended allocating the \$400.33 in unexpended convention funds to leadership.

MOTION: Mollie Acosta moved that the recommendation of the 2014 State Convention committee that the \$400.33 unexpended funds be disbursed to the Leadership line item of the California state budget. Sara Cooper seconded the motion. Motion carried.

- 7.3 **Shirt Purchase:** Mollie ordered 145 shirts: 5 X-Small; 20 Small; 25 Medium; 40 Large; 35 X-Large; 2 XX-Large; 9 XXX-Large; and 9 XXXX-Large at a cost of \$4721.78. She reported that there was a slight increase in cost, but that we still have a good profit margin. Diana requested a thank-you be sent to Beta Eta sisters for selling the shirts at Northern Conference. Mary Ann directed that this correspondence be sent by the Corresponding Secretary.

- 7.4 **Motion to Pay Bills:**

MOTION: Lynne Keating moved that the bills be approved as presented. Becky Sikes seconded the motion. Motion carried.

- 8.0 **Membership Report:** Becky shared the Membership Report.

- The number of Newly Initiated Members is 0.
- The number of Newly Reinstated Members is 2.
- The number of New Omega Members is 0.
- The Number of New Chapters is 0.
- The Number of Disbanded Chapters is 1, Beta Delta.
- The Number of chapters is 52.
- The Total Number of AΔK Members in California is 1,294.
- The Total Membership of AΔK Sisters Internationally is 33,452.
- There are 16 Sustaining Members in California.
- There are 33 Limited Members in California.
- There are 10 Honorary Members in California.

Becky shared the following points:

- The California Membership Award will be given for positive growth.
- The state goal is one new member per chapter.
- We are down over 300 members over the past year.

Susan volunteered to assist with transferring the award between the chapters who are sharing the Membership Award this biennium, Xi and Beta Kappa.

The need to initiate new members before April was stated, as later initiations will impact the chapter's ability to be considered for International's membership awards. Mary Ann directed Becky to write an article for the website emphasizing the membership challenge and deadlines.

There was some question about the status of Modesto/Turlock Council, which will have only one chapter, Beta Phi, as Beta Delta folded in August. Mary Ann asked Becky to touch base with Virginia Berry regarding the completion of forms for disbanding.

Karen shared a letter from a sustaining member, which Mary Ann will use as part of an newsletter article. She will direct Kerry to send the member a hard copy of the newsletter.

9.0 **Unfinished Business**

9.1 **2014-2016 Chairmen/Committees Final:** Mary Ann reported that the chairmen and committee members are all in place for the biennium.

9.2 **Regional Conference Resolution:** The board discussed the draft of a resolution that Mollie worked on regarding the location and dates of regional conferences, as well as a letter that Diana will prepare to send to Southwest Region state leaders. The resolution must be submitted by Wednesday, October 15th.

Some of the areas to consider for input included: consider implications of rotations as to accessibility and convenient airport; communication concerns; shortening the conferences to reduce expenses.

After the draft was sent to Southwest Region states, Mary Ann received replies of support from Colorado, Arizona, Nevada and Hawaii. Mary Ann asked Mollie to share Hawaii's description of content and actions regarding letters they submitted to International.

Further discussion ensued regarding establishing a process in advance of all future conference date selections; concern about schedule and cost impacting members' abilities to attend; and the fact that conference may be scheduled during dates when active teachers are in session. There was discussion about the need to create precise wording and to allow for adjustment of established rotations in order to provide actively teaching members with the opportunity to attend.

MOTION: Diana Galvan moved that we direct Mollie Acosta to proceed with finalizing and submitting a resolution regarding future scheduling of regional conferences taking into consideration scheduling needs of teachers who would like to attend. Karen Kirby seconded the motion. Motion carried.

Discussion followed regarding a second resolution that concerns enhancement of member participation and recruiting, stating that when International entities consider decisions affecting members, input from the members is sought using electronic surveys, and is then reported in a timely manner.

Mary Ann directed that Mollie and Diana develop a letter regarding communication, location of conferences, scheduling, and costs.

MOTION: Sara Cooper moved that we direct Mollie Acosta to proceed with finalizing and submitting a resolution regarding that the International Chapter and International Executive Board submit its agendas prior to all meetings, so as to solicit state, provincial and national input to represent the entire membership. The motion was seconded by Diana Galvan. Motion carried.

Mollie will share both resolutions via email with board members for feedback before the submission date.

- 9.3 **2016 State Convention:** An invitation from Clovis council for hosting the 2016 State Convention was received. No action was taken, as it was unknown whether Marina Council will write an invitation. Marina Council will meet the weekend of October 18th. Mary Ann stated that the board will consider balancing the rotation schedule at a later meeting.
- 9.4 **President's Council Handbook:** Mary Ann expressed gratitude to Diana for creating the President's Council Handbook and for creating hyperlinks. She reminded board members as liaisons to stress the importance of reporting changes in information.
 - 9.4.1 **Past Presidents' Copies:** It was determined that seven hard copies of the handbook were required for Past Presidents and these were distributed for board members to pass on to them.
- 9.5 **I.T.E. Student:** There is no I.T.E. student in California. Board members were reminded that \$20 of a chapter's dues is allocated to I.T.E., so the chapter may count that in its altruistic totals.

9.6 Job Descriptions

9.6.1 **Scholarship Committee Chairman:** Points regarding the draft of the job description for Scholarship Committee Chairman were reviewed.

- IX.G.1 There was discussion regarding recommendations to receive California State Mini-Scholarship applications by October 15th rather than October 30th. Language drafted read, “California District Mini Scholarship applications are due October 30th annually, for activities/projects occurring December 1st (“current year” was suggested) through November 30th of the following year.”
- IX.H.2 Suggested change to the draft was, “Evaluation and guidelines should be returned to the committee chairman within ten days.”
- IX.H.7 Editorial change was made, to add a comma after “State Recording Secretary,” and to remove the word “and” following that added comma. Another change was made in the second sentence to read, “Write a report on work accomplished during the biennium and submit to the State Recording Secretary as requested prior to the State Convention. an additional copy of the report is to be placed in the Scholarship Chairman’s file for the next chairman.”

After a couple other questions, it was decided that Mary Ann will go through the document for more revisions and will send out again to board members.

9.6.2 **Guidelines/rubric:** There was discussion as to the impact of the requirement for enrollment in an “academic degree program” keeping members from applying for the Eleanor Bendell California State Scholarship.

- I.a. After “The award shall be given to a member” add “actively engaged in the profession of education.”
- III.a. Delete “the planned project or” after “The recipient shall pursue...”
- III.d. Delete “project” after “The recipient agrees not to use the scholarship award...”
- Add III.e. “In the event that the planned study cannot be completed, the money will be returned.”
- I.e. Change “shall” to “may.”
- Changes need to be made to reflect the new name of the scholarship, “The Eleanor Bendell California State Scholarship.”

Board members should continue to review the document and send suggestions to Mary Ann.

9.6.3 **Facebook:** Mary Ann reported that the Alpha Delta Kappa page has quite a bit of information and that there is a link on the homepage where a page may be started. It was stated that the state page would be a closed community with an administrator, who would probably be the corresponding secretary. Mary Ann directed Becky to bring back more information, including whether to be open or closed, cost, and invitations to members.

9.6. **Job Descriptions:** This item was revisited. Names of State standing committees required by State Bylaws were reviewed. The Communications Committee can be removed, because it was an ad hoc committee. There is no Archives Committee. Mary Ann directed each board member to review the draft of committees that she sent out last biennium (which she will send out again). Board members are to report on the following committees: Karen - Excellence in Education; Diana - Altruistic Reporting; Sara - Bylaws; Kerry - Candidate Qualification; Mollie - Resolutions; Lynne - Altruistic Project. Mollie read the list that is contained in our bylaws, and some were missing, for example, Candidate Qualification. Some committees may then be designated as special committees rather than standing committees. There was a reminder that duties of a committee chairman may actually be folded into a board member's duties. At this point, Joanne was asked to report on World Understanding, and Becky to look over Webmaster.

9.7 **Policies and Procedures:** This item was tabled.

8.0 **Bylaws** (continued from 10/10/14 Board meeting): Susan reported on the use of the bylaws packet which she prepared for the Northern District Conference and used with the chapters. She explained the two options, summarized reasons for choice of options, gave them a section to include in their bylaws, and will maintain communication with them. Chapters have until December 15th this year to file. Discussion about the submission date followed.

MOTION: Becky Sikes moved that chapter bylaws be submitted to the State Bylaws Chairman for certification by December 1st in even-numbered years. Sata Cooper seconded. Motion carried.

Mollie will explain the process at Valley District Conference. She reported that there is no submission date in Policies and Procedures, in fact there is nothing in Policies and Procedures about chapter bylaws.

Mary Ann extended the board's gratitude to Susan Raffo for her work.

10.0 **New Business**

10.1 **2010-2012 State Executive Board Officer Recommendations**

- 10.1.1 **Implications of Policy/Procedure and/or Officer Duties:** This item was tabled.
- 10.2 **Evaluation of Northern District Conference:** The evaluations will be reviewed by the board members and forwarded to the host council
- 10.2.1 **Send Thank-You to Host Council:** Mary Ann directed that thank-you notes be sent to the host council, the videographer, and to Beta Eta for selling shirts and pins.
- 10.3 **Valley District Conference, November 14th - 16th, 2014:** Karen will be checking with board members to see who is attending, so she can mail the registration of \$25 per attendee. Diana will check on arrangements. It was noted that there is an early start, which may be difficult for Bakersfield sisters, who will drive four hours. Diana will plan either whole group or breakout session training. Board members may need to repeat their presentations.
- 10.4 **Sisters with Heart Newsletter:** Articles are due by October 28th to Mary Ann. She directed board members to write the following articles: Becky - Membership; Joanne - Thoughts; Sara - whatever she needed to add for historians; Karen - Treasurer's Report and reminders; Lynne - report on Northern District Conference.
- 10.5 **Liaison Report**
- 10.5.1 **Feedback/chapter needs?:** This item was tabled, although a "Liaison Officer Report to State Board" form was distributed.
- 10.5.2 **Distribute October liaison report:** This item was tabled, although an October report was distributed.
- 10.6 **Noel Leonard Recipients:** This item was not addressed.
- 10.7 **I.T.E. Weekend:** The I.T.E. weekend will be held the same weekend as the Valley District Conference, so no members of the board will be able to attend the weekend..
- 11.0 **Announcements/From the Floor**
- It was clarified that membership cards are no longer sent by International, and are not necessary. There is a template on the International website if members wish to have cards.
- 12.0 **Closing Thought** (this item was incorrectly numbered as 11.0): Joanne's closing thought

focused on how much love is inside a friend, with the conclusion that it depends on how much love you give to them.

- 13.0 **Adjournment** (this item was incorrectly numbered as 12.0): The meeting was adjourned at 7:35 P.M.



California Alpha Delta Kappa Executive Board Meeting Minutes

November 14, 2014 Best Western Townhouse Lodge
909 Sixteenth Street, Modesto, CA

1.0 **Call to Order:** California State President Mary Ann Englehart called the meeting to order at 5:20 P.M.

2.0 **Silent Roll Call:** Present:

Officers:

Mary Ann Englehart	President
Diana Galvan	President-Elect
Mollie Acosta	Immediate Past President
Rebecca Sikes	Vice President, Membership
Karen Kirby	Treasurer
Lynne Keating	Recording Secretary
Sara Cooper	Historian/Sergeant-at-Arms
Joanne Grimm	Chaplain

Absent:

Kerry Hackman	Corresponding Secretary
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3.0 **Opening Thought:** State Chaplain Joanne Grimm asked those present to direct their thoughts to truths that give confidence and positive qualities, and to avoid thoughts that lead to fear and negative emotions.

4.0 **Review of Agenda:** Mary Ann asked members to review the evening's agenda. There were no additions or revisions, and the agenda was approved by consensus.

5.0 **Submit expense reimbursements/bills with receipts:** Reimbursement forms will be circulated at the meeting on November 15th.

- 6.0 **District Conference Update:** Diana Galvan explained that the group for the Valley District Conference will be a small one of approximately eighteen members. She led discussion of how to organize the group for officer training, and emphasized the importance of being accessible, answering questions and providing information that will provide every chapter with the sense that they can do whatever duties are necessary and part of their responsibilities. Other details for the meeting were discussed.
- 7.0 **2016 State Convention:** Mary Ann announced that Orange Coast Council had no objection to a possible change in order for hosting State Convention, and also that Channel Islands Council would be agreeable to changing the ongoing rotation for the State Convention in order to alternate between more northern and more southern locations. Some discussion centered upon budget impact when conventions occur in the same area (north or south) in two consecutive bienniums, an option that State President-Elect might have the convention in her area, difficulty of having a convention in another district for the State President-Elect, and helpfulness of having a local State Convention chairman.

MOTION: Karen Kirby moved that beginning with this 2014-2016 biennium the rotation for the State Convention be as follows: Valley, Marina, Northern and Southern. Becky Sikes seconded the motion. The motion carried.

- 9.0 **Adjournment:** The meeting adjourned at 6:04 P.M., to be resumed on Saturday, November 15, 2014.



California Alpha Delta Kappa Executive Board Meeting Minutes

November 15, 2014 Best Western Townhouse Lodge
909 Sixteenth Street, Modesto, CA

1.0 **Call to Order:** California State President Mary Ann Englehart called the meeting to order at 2:43 P.M.

2.0 **Silent Roll Call:** Present:

Officers:

Mary Ann Englehart	President
Diana Galvan	President-Elect
Mollie Acosta	Immediate Past President
Rebecca Sikes	Vice President, Membership
Karen Kirby	Treasurer
Lynne Keating	Recording Secretary
Sara Cooper	Historian/Sergeant-at-Arms
Joanne Grimm	Chaplain

Absent:

Kerry Hackman	Corresponding Secretary
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3.0 **Approval of Agenda:** Mary Ann added item 10.6 International Convention. Diana asked to add an item regarding seed money from Delta and Sierra Councils. It was decided that this item would be addressed under 10.5.1 Feedback/chapter needs?. With no other changes, the agenda was approved by consensus.

4.0 **Opening Thought:** State Chaplain Joanne Grimm shared Aesop's fable, "The Boy Who Swam in the River" as an example of the moral, that "advice without action is useless."

5.0 **Approval of October Board Meeting Minutes:** After page-by-page review of the October 10 and October 11 minutes, with no objections, the minutes were approved as submitted.

regional conference were \$420 including room and food, with \$360 collected. The differential of \$60.00 was charged to Courtesy expense.

The income from the Noel Leonard account recorded on May 31 was \$536.74, and on August 31, \$218.96. Mary Ann requested that the differential between amount spent and income on the Noel Leonard account be reported at each board meeting.

7.2 **Motion to pay bills:** Board members reviewed expense reimbursement forms.

MOTION: Diana Galvan moved that the bills be paid. Becky Sikes seconded the motion. Motion passed.

8.0 **Membership Report:** Becky explained that material sent from International was in a format that she could not work with, as the key was not sent. Mollie offered to help Becky work with the columns of information.

Becky reported that the only change from last month was the addition of one new member through initiation.

Report submitted:

Number of Newly Initiated Members	1
Number of Newly Reinstated Members	0
Number of New Omega Members	0
Number of New Chapters	0
Number of Disbanded Chapters	0
Number of Chapters	52
Total Number of AΔK Members in California	1,295
Total Membership of AΔK Sisters Internationally	33,453

New Business submitted:

Outreach to recruit as a professional association

9.0 **Unfinished Business**

9.1 **Regional Conference Resolutions and Letter:** Mollie and Diana described the the resolutions and letter sent to International, as pertaining to need for a process of surveying leadership and requesting that dates/locations of conferences be adjusted when needed. Part of the concerns have been addressed by the publishing of agendas at International level, so the review committee may allow that portion of the resolution to be amended.

Diana described the process of gathering input for the letter of concerns that was sent. She incorporated suggestions that were sent to her. It is unclear whether the

letter will be part of the next International Executive Board meeting. There is an item on the International Chapter agenda titled “Recent State Concerns,” and there was a reply sent that said the letter will receive a response.

- 9.2 **Presidents’ Council Handbook Updates:** Diana reported that the handbook is current online, and that she enters new information from chapters as received.
- 9.3 **ITE Student:** Mary Ann reported that she had a request from Pat Trias, Southwest International Vice President, for California to adopt a student in New York City for one month. Mary Ann chose February to connect to the “Sisters with Heart” theme, Valentine’s Day, and the student’s birthday. The “adoption” will be publicized in the liaison report and the newsletter.
- 9.4 **Facebook Page:** Becky reported that Sara looked into having a State Facebook page, and felt upkeep and managing the account may be issues. Sara also said that she believes we do not need a page for California, but should encourage members to use the International Facebook page.
- 9.5 **Committee Chairman Job Descriptions**
 - 9.5.1 **Scholarship Committee Chairman:** Mary Ann reviewed Joanne’s suggestion to reorganize the description by separating all information for Mini-Scholarship and Eleanor Bendell State Scholarship. There was some discussion about confusion in reading the versions of duties as they are in the revision process, with a decision made to send out a document for revision, and then not re-send it until the originator has the opportunity to review all suggestions submitted. Documents must be shared from the author’s drive, not sent as an attachment. Mary Ann will publish the two versions of State Scholarship Chairman for review, as well as the Scholarship Committee Member description. Mary Ann also shared a paragraph that Mollie wrote regarding end-of-term reporting that could be included with all committee chairmen descriptions. There was a question regarding the acceptability of electronic signatures with documents sent electronically.
 - 9.5.2 **Guidelines/rubric:** The guidelines will be sent out by Mary Ann along with the Scholarship Committee Chairman and Members documents.
 - 9.5.3 **Report on other Chairmen:** The procedure for review described in 9.5.1 will be followed for all committees.

9.6 2012-2014 State Executive Board Officer Recommendations

9.6.1 **Implications of Policy/Procedure and/or Officer Duties:** Members reviewed the recommendations that were published in the 2014 State Convention Minutes, 3.0 Executive Board Member Reports.

Immediate Past President: There were no recommendations.

President: There were no recommendations.

President-Elect:

1. Continue efforts to expand electronic communication with our California sisters, as well as efforts to share information/resources available.
Action on this recommendation is ongoing.
2. Learn how to maintain and expand the State website.
Action on this item is in progress.
3. Ensure that all incoming chapter presidents are aware of the resources available to them in the Presidents' Council Handbook and on the website, and expand those resources to include International staff contact information.
Action on this item has been completed.
4. Continue to use group reservations services to make arrangements for Executive Board meetings.
This recommendation has been followed.

Vice President:

1. Continue to request updated membership rosters that include the column legend from Headquarters prior to District Conferences.
Action on this recommendation is ongoing and in progress. The legend is key to using the data.
2. Continue to request that chapter presidents send copies of the H119 and H133 directly to the Vice President. This will hopefully allow for quicker updates and more updated information.
Action on this item is ongoing. There is a need to remind chapters to complete forms and submit them. The communication follow-up on H119 forms is lacking. An e-blast will be written by Becky and sent by Mary Ann to chapter presidents and treasurers to remind them to be certain that an electronic copy gets to Becky.
3. Continue to have sustaining members send their dues to the State Treasurer instead of the Vice President.
This recommendation will be followed. There was a discussion of which state officer would be president of the sustaining member chapter. Mollie

reported that Policies and Procedures does not address which officer will be president. It does state that the Vice President conducts the meeting with sustaining members at State Convention and completes forms.

4. Continue awarding the new California Membership Award at the end of each biennium to the chapter with the highest net growth.
Action on this recommendation is ongoing.

Treasurer:

1. Continue to use Quicken to track and reconcile income and expenses for California Alpha Delta Kappa accounts.
Action on this recommendation is ongoing.
2. Quarterly review Reserve and Noel Leonard investment accounts to assure protection of principal and maximum gain.
Action on this recommendation is ongoing.

Recording Secretary:

1. Use an expanded agenda provided by the President to take all meeting notes.
Since electronic notetaking is being used, action on this recommendation is not needed.
2. Use an expanded program to take notes at the banquet.
Action on this item is ongoing.
3. Collect a copy of all readings from the State Chaplain.
This recommendation will be followed.
4. Have two other Board members edit the Executive Board Meeting minutes prior to submitting the final copy of the minutes.
Action on this recommendation is ongoing.

Corresponding Secretary:

1. Continue to maintain a list for hard-copy mailing of the newsletter to past state presidents.
Action on this recommendation is ongoing.
2. Continue to email a copy of the liaison report to council members ahead of the council meeting date, so that members may have a preview of items for sharing/discussion.
Action on this recommendation is ongoing.
3. Continue to maintain a communication journal that contains a summary of communication, as well as transcribed copies of written notes, copies of emails, or actual communication received and sent.
Action on this recommendation is ongoing.
4. Discuss the possibilities of combining the positions of state recording secretary and state corresponding secretary into one position, since duties

related to the newsletter and maintaining addresses or emails have been diminished or taken on by others.

Action on this item is not recommended, since duties of the former communications chairman have been given to corresponding secretary.

State Historian/Sergeant-at-Arms:

1. Continue use of online scrapbooking tools to create and maintain California archives for the biennium.
Action on this recommendation is ongoing.
2. Explore the possibility of adding Snapfish training during the next biennium.
Action on this recommendation is ongoing.
3. Encourage chapters to select only technology savvy members to become chapter historians.
This recommendation was revised after discussion. The recommendation is: "Encourage chapter historians to build or strengthen their technology skills."
4. Pursue online archive storage possibilities for historical paraphernalia related to AΔK.
Action on this recommendation is ongoing.
5. Encourage technology savvy members in each council to have a training session for historians in their council area in the second year of the biennium.
After discussion, action on this recommendation will be ongoing, however, since the Southern District Conference is held in March, the training will be provided in the first biennium.
6. Continue to encourage use of the Snapfish instructions created by Kelly Meade.
Action on this recommendation is ongoing, with the understanding that there may be updates required.

Chaplain:

1. Have a two-year calendar ready and mark with all events for the biennium, bring it to all meetings. Bring a hard copy of selections read to give to the State Recording Secretary and district council secretaries, so they can be included in the minutes.
Action on this recommendation is ongoing.
2. Collect books and emails which contain poems, sayings, short stories, and reflections that may be suitable for opening and closing thoughts.
Action on this recommendation is ongoing.
3. Create a book that you can keep your thoughts in, date the ones you have used, so as to not repeat any thoughts to the same group.
Action on this recommendation is ongoing.

4. Create a file on your computer where you can put Executive Board and Omega information as it arrives via email, information from H119s, State President, State Treasurer, and Vice President in charge of Membership, and others.
Action on this recommendation is ongoing.
5. In planning for the Omega Service, start early. Find a chapter that is willing to support you, especially if the State Convention is not local. Decide on a theme that supports your biennium President's theme.
Action on this recommendation is ongoing.
6. Communicate with the Convention Chairman about any needs you may have for the Omega Service, so they can notify the hotel staff.
Action on this recommendation is ongoing.

9.7 **Policies and Procedures:** Mollie reported that she is in the process of reading through the updated document, and will report at a future meeting. Mary Ann asked that Mollie check to be certain that certain duties that may pertain to chairmen of committees be reflected in officer duties when appropriate. These duties may appear in the job descriptions, but it is necessary to ensure that they also appear in the Policies and Procedures Manual. Diana officially presented the thumb drive with the updated document to Mollie from Susan and herself.

9.8 **Review guidelines for Betty Rosenberg Golden Chapter Award:** This item was tabled. Diana and Lynne will bring suggestions to a future meeting.

10.0 **New Business**

10.1 **Resignation of State Corresponding Secretary:** Since Kerry Hackman resigned as State Corresponding Secretary, Joanne volunteered to take on those duties. Mary Ann explained that there are several things to think about: whether to absorb the duties, delegating them to other officers; direct Joanne to take on the duties until the position is filled; consider the negative impact of not having representation and of not exposing another member to state leadership. After further discussion, it was decided that Mary Ann will send out an e-blast regarding the vacancy, that Joanne will send correspondence currently required. Lynne will provide Joanne with the journal format.

10.2 **Evaluation of Valley District Conference:** Diana reported that the comments were good, that members enjoyed the conference, although the time of day was early for those who traveled from Bakersfield. There were some who wanted officer training broken down, and there was a concern about handicapped access for the site of this meeting. Mary Ann directed Diana to include a reminder in the Presidents' Council Handbook about setting up the meeting location with regard to those with disabilities. She directed Becky to be certain to include the membership numbers and Membership Award in her next report.

- 10.3 **Marina District Conference, January 9th - 11th, 2014:** All board members indicated that they plan on attending the conference, which will be held in Westlake Village at the Westlake Hyatt.
- 10.4 **Sisters with Heart Newsletter:** Mary Ann asked for an article from Becky, reminding chapters to send copies for H119 and H133 to her. She asked Sara to write a summary of the Valley District Conference.
- 10.5 **Liaison Report**

- 10.5.1 **Feedback/chapter needs?** Mary Ann asked board members to use the form she distributed at the last board meeting to report on council meetings.

Karen reported that Orange Coast Council met, and that she provided treasurer and website training, and discussed changing rotation for State Convention. They also revised their council rotation, discussed 2016 district conference and reviewed bylaws. Channel Islands Council has twice canceled meeting for discussion of the Marina District Conference.

Joanne reported Peralta Council's operating style, their concerns about having permission to sell items and communication regarding that issue. Mary Ann responded to the concerns from Peralta Council by saying that she will publish an article that includes the requirements from Policies and Procedures, and explain that if there is a desire for change, a resolution may be submitted at State Convention. There was discussion as to whether the State Board should consider addressing this policy at the board level. This item will be discussed further in January.

Sara reported that Andrea Street stepped up to the presidency of Inland Cities Council, after Sara led the first council meeting. The council is considering purchasing a banner.

Mollie attended Fresno/Clovis Council meeting.

Diana reported that some members of Delta and Sierra councils met with Joanne and Diana in Vacaville to discuss concerns, and that issues were discussed and resolved. There was a problem with \$1800 remaining after a joint council conference. The resolution was to split it, using half as seed money, and donating the rest evenly between International and State altruistic projects. The councils requested that the State hold \$916.69 in seed money for them until the next district meeting, which has already been planned. There was discussion about the ramifications of this request.

10.5.2 **Distribute November liaison report:** Mary Ann told board members that the November liaison report will be sent out on Friday, November 21.

10.6 **International Convention:** Mary Ann asked how many board members were planning on traveling to Salt Lake City, Utah for the next International Convention. She hopes all will be able to attend.

10.5.1 **Feedback/chapter needs?** This item was revisited.

MOTION: Diana Galvan moved that the California State Treasurer hold the seed money for future joint district conferences conducted by Delta Council and Sierra Council. Mollie Acosta seconded the motion. Motion passed.

11.0 **Announcements/From the Floor:** Sara asked a question about the correct tune for “Lamp of AΔK.”

12.0 **Closing Thought:** Joanne shared two quotations on the importance of Thanksgiving as an action. John F. Kennedy reminded us that as we express thanks, it is important to remember that “the highest appreciation is not just to utter words, but to live by them.” Emerson shared thanks for new and old friends.

13.0 **Adjournment:** The meeting was adjourned at 6:47 P.M.



**California Alpha Delta Kappa
Executive Board Meeting
Minutes**

January 10, 2015
Hyatt Westlake Village Hotel
880 South Westlake Boulevard
Westlake Village, CA

1.0 **Call to Order:** California State President Mary Ann Englehart called the meeting to order at 2:16 P.M. Since the Board did not meet on Friday, January 9th, Mary Ann reviewed the previous evening's agenda, and asked Board members to submit expenses for review.

2.0 **Silent Roll Call:** Present:

Officers:

Mary Ann Englehart	President
Diana Galvan	President-Elect
Mollie Acosta	Immediate Past President
Rebecca Sikes	Vice President, Membership
Karen Kirby	Treasurer
Lynne Keating	Recording Secretary
Vacant	Corresponding Secretary
Sara Cooper	Historian/Sergeant-at-Arms
Joanne Grimm	Chaplain

Guests:

Susan Raffo, Beta Rho	Past State President, State Bylaws Chairman
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3.0 **Approval of Agenda:** Mary Ann explained that the Bylaws Chairman Report will be addressed today, and that the District Conference Update was completed with Diana's leadership on Friday evening. Item 9.7 Corresponding Secretary needs to be an action item. Mollie asked that Technology be added under New Business, item 10.6. Mary Ann requested other additions and corrections, none were added, and the Agenda was approved as revised.

4.0 **Opening Thought:** Joanne shared two quotations. Audre Lorde reminds us that speaking or remaining silent may both cause us to be afraid, and that it is better to speak. Howard Thurman explained that we should “go for it” when something makes us come alive, rather than asking “what the world needs.”

5.0 **Approval of November Board Meeting Minutes:** The minutes of the board meeting held November 14-15, 2014 were reviewed.

MOTION: Karen Kirby moved that the Minutes of the Board meeting held November 14-15, 2014, be approved as submitted. Diana Galvan seconded the motion. Motion carried.

6.0 **Correspondence**

6.1 **Received**

- Mary Ann received an email from Linda Futterer, Regional Altruistic Reporting Chairman, regarding duties of altruistic reporting.
- A note was received from Carolsue Acres, Beta Eta, thanking Alpha Delta sisters for awarding her the District Mini Scholarship.
- International President June Bellamy sent communication regarding our progress on goals in regards to strengthening chapters. She wants to know how we have strengthened chapters or started new chapters. She encourages chapters to contact members who have resigned.
- Karen received a note from Golden Gate Council with \$25 donation to the Eleanor Bendell State Scholarship fund in memory of Alice Lombardi.

6.2 **Sent**

- On December 28th, New Year’s greetings were sent to I.T.E. student Romina Peschiera.
- On November 20th, a thank-you note was sent to Connie and Bob Baker for creating a video at Northern District Conference.
- On November 20th, a note was sent to Beta Eta chapter thanking them for help with shirt sales at Northern District Conference.
- On November 20th, a note was sent to Shirley Perkins, thanking her for leadership of Northern District Conference.
- On November 30th, a printed copy of the newsletter was sent to each Past State President who has requested one.
- On November 17th, a note was sent to Frances Posthumus, thanking her for leadership at Valley District Conference.
- On November 17th, a note was sent to Virginia Berry, thanking her for her hospitality at Valley District Conference.
- On November 17th, a note was sent to Sylvia Frasier, thanking her for her role at Valley District Conference.
- Karen sent thanks to Golden Gate Council for their scholarship donation. Mary Ann thanked Joanne for taking on the role of Corresponding Secretary. She

stated that Board members should post received correspondence on Google Docs. Mary Ann also expressed thanks to Karen for the stationery that she made and gave to Board members.

At this time, there was a 30-minute break for lunch, with the meeting resumed at 3:16 P.M.

7.0 Budget/Expenses

7.1 **Treasurer's Report:** Karen prepared a working budget to show actual and proposed budget amounts. She reported that dues are coming in, and that 23 chapters have not yet submitted payment. She prepared a chart that shows chapter reports, amount of dues paid, number of members, names of those who resigned, are new and Omega. There are quite a few resignations. She is following up on completion of H119 forms, and reminders to send a copy to her. She will send forms to Becky and Omega information to Joanne.

Bank Accounts

Wells Fargo Bank	WF Checking	\$ 20,099.90
	WF Reserve	45,951.00
	<u>WF Scholarship</u>	<u>20,887.04</u>
	TOTAL Bank Accounts	\$ 86,937.79

Investment Accounts

AΔK Foundation	<u>Noel Leonard AΔK Foundation</u>	<u>\$ 43,076.76</u>
	TOTAL Investment Accounts	\$ 43,076.76

OVERALL TOTAL \$ 130,014.55

7.1.1 **Differential between amount spent and income on the Noel Leonard Account:** Karen included amount spent on leadership grants, with all income received at this point. The meaning of "differential" was clarified as showing the actual income by quarter. The Noel Leonard statement from International was also included. Mary Ann thanked Karen for her work on this account.

Noel Leonard Account Differential	Market Value	Income
5/31/2014	\$ 42,769.31	\$ 536.74
8/31/2014	\$ 42,988.27	\$ 218.96
11/30/2014	\$ 43,076.76	<u>\$ 88.49</u>
	Total to Date	\$ 844.19
Expenses		
2014: Five SW Leadership Grants	7/2014	\$ 500.00

- 7.2 **Upgrade Quicken:** Diana has purchased the 2015 upgrade for Quicken, and will try to put it on Alpha Delta Kappa accounts, so that she and Karen will see the same formats when checking financial information.
- 7.3 **Disposition of dues late fees - possibly to altruistic fund?** Fees received for late dues are allocated to the State altruistic fund.
- 7.4 **Motion to pay bills:** There were no questions regarding reimbursement forms.

MOTION: Sara Cooper moved that the bills be paid. Becky Sikes seconded the motion. Motion carried.

- 8.0 **Membership Report:** Becky submitted the report. She stated that a goal with membership is to create a flow chart for chapters to use. The chart will list steps to take with prospective members and forms to use. The chart will be simplification of a checklist that is already available. She will eblast the form once it is ready. Mary Ann encouraged other Board members to use e-blast as needed, and will send out a list of chapter presidents' contact information for the group. Mary Ann directed Becky to send an e-blast regarding the 2015 International membership campaign and the incentives included, and reminded the Board that membership must be a focus for all of us.

Marina District Conference Membership Report, January, 2015:

Number of Newly Initiated Members	2 (14 pending)
Number of Newly Reinstated Members	1
Number of new Omega Members	6
Number of New Chapters	0
Number of Disbanded Chapters	0
Number of Chapters	53 + 1 Sustaining
Total Number of AΔK Members in California	1,289
Total Membership of AΔK Sisters Internationally	33,118
Miscellaneous	12 Honorary Members 34 Limited Members 27 Sustaining Members

Points:

1. Members not actively teaching equals 619, approximately one-half of California members.
2. Internationally, approximately 41% of members are not actively teaching.
3. How can retired teachers recruit new members?
4. Sisters pair-share ideas related to programs, scholarship, and altruism.
5. Sisters share how they have gained new members.

9.0 Unfinished Business

- 9.1 **Regional Conference Resolutions and letter:** Mollie reported that the International Resolutions Chairman indicated that a statement should be added to the resolution indicating that a feasibility study be conducted to research selection and communication of calendar dates for future regional conferences starting with 20018. Mollie retained all other considerations that we had submitted. A response was to be given, but nothing has been heard as of this date, except that the International committee was still checking the wording of the resolutions to be certain they are in proper format. There is a possibility that Massachusetts may tag onto our resolutions, as they saw what we submitted.

Diana did not receive any reply to the letter that was sent. She saw that an ad hoc committee was to explore issues related to retooling regional conferences. Mary Ann will write to June Bellamy to request that a representative from California be included on the committee.

- 9.2 **Presidents' Council Handbook Updates:** Diana will update the section about district conference planning to include reminder to select a location with handicapped access. She asked Board members to emphasize that updates from members should be reported.

9.3 Committee Chairmen Job Descriptions

- 9.3.1 **Scholarship Committee Chairman:** Two versions were discussed: the first version which describes duties and then describes each scholarship regarding that duty and a second version which lists the scholarships with the duties then listed for that scholarship. There was consensus to use the version that describes the duties for each scholarship separately.

It was agreed also that the committee description that was included with the first version is the correct one to use. Item C was rewritten: "Make suggestions for changes to the process to the Scholarship Chairman."

After further discussion, it was agreed to delay making more changes until all content is complete.

Discussion followed regarding the Guidelines for the Eleanor Bendell State Scholarship, and the lack of criteria for a project, degree or certificate. Members discussed brainstorming or forming a subcommittee to develop criteria. Since scholarship rubrics are available online, it was decided to develop a draft for further consideration. Lynne will develop the draft.

If there is a tie in points for the scholarship award, suggestions were made that either the Scholarship Chairman would make the decision, or the Scholarship Chairman would appoint a reader outside of Alpha Delta Kappa to make the decision.

9.3.2 **Altruistic Reporting:** Discussion and comments were shared by Board members. It was clarified that there are two chairmen, and that the State President appoints a lead. Changes were suggested regarding the wording and format of the listed duties. Diana will incorporate suggested changes by Monday, January 12th, and send out to the Board.

9.3.3 **World Understanding:** Joanne revised the format, incorporated active verbs, cleaned up some wording, and deleted the reference to “Columns” in item 2, since “Columns” will no longer be published.

MOTION: Mollie Acosta moved that the World Understanding Chairman job description as amended (deleting reference to “Columns”), be approved. Becky Sikes seconded the motion. Motion carried.

At this point, an item from Friday’s agenda was addressed.

5.0 (January 9, 2015) **Bylaws Chairman report:** State Bylaws Chairman Susan Raffo presented her report. The State Bylaws were aligned with International and submitted by the October 15 deadline. Susan provided updates and information at the Northern District Conference and to the State Board regarding bylaws changes for 2014-2016. She sent emails to chapters that have certified bylaws on file. She sent a packet to chapters with no bylaws with instructions on procedures for moving to certification, and is working with those chapters. At this point, four chapters still need to submit a set of bylaws.

Susan provided lists of chapters and their status in regards to bylaws. She stated that chapters have expressed appreciation for assistance. Her goal is to be close to 100% completion by May.

Mary Ann expressed the Board’s thanks for a clear and gracious report, and for Susan’s tenacity!

9.4 **Policies and Procedures:** Mary Ann and Mollie have reviewed Section A. They expressed thanks to Susan and Diana for their amazing work. It was decided to approve each new and modified policy individually rather than as a group. They also feel that there should be a clear history of changes made to an existing policy, since some policies have been substantially changed over time, Mollie would like to scan the old document in order to reference it.

There was clarification needed in some labeling of “New.” Item A, Organizational Structure, State Bylaws, is listed as “New,” yet it has a 1994 motion/history, so this will need to be resolved. Susan replied that the section has new pieces.

MOTION: Diana Galvan moved that we accept Section A. Organizational Structure, State Bylaws, as updated. Sara Cooper seconded the motion. Motion carried.

Diana shared some information related to the changes. She showed the former version, which just referenced policy, which was updated to include procedures which helped clarify the policy. The “New” label would be removed once the policy/procedure was approved.

A typographical error was corrected, “Section A. Executive Board” was changed to “Organizational Structure.”

Section A. Organizational Structure, The History of California Policies and Procedures was updated with the 2012-2014 work.

MOTION: Karen Kirby moved that the updated Section A. Organizational Structure, The History of California Policies and Procedures be approved. Becky Sikes seconded the motion. Motion carried.

Section A, Organizational Structure, State Income now contains defined procedures.

MOTION: Diana Galvan moved to approve Section A. Organizational Structure, State Income, with the defined procedures. Sara Cooper seconded the motion. Motion carried.

Section A, Organizational Structure, Initiation of Members was tabled. This policy was added since Initiation was previously only addressed in the Finance section. The label “New” was added to the policy/procedure.

Section A, Organizational Structure, Late Dues Fee, was revised to add another procedure. Number 4 was written as “Accrued late fees will be allocated to the Altruistic line item.”

MOTION: Karen Kirby moved approval of Section A. Organizational Structure, Late Dues Fee. Diana Galvan seconded the motion. Motion carried.

Section A, Organizational Structure, State Life Membership, was revised in number 4 to read, “The State Executive Board will consider the chapter’s request, and notify the chapter of its decision.”

MOTION: Sara Cooper moved that Section A, Organizational Structure, State Life Membership, be approved as revised. Karen Kirby seconded the motion. Motion carried.

Mary Ann directed that the minutes reflect that more policies and procedures will be presented for consideration at upcoming Board meetings.

9.5 **Review guidelines for Betty Rosenberg Golden Chapter Award:** This item was tabled until the next State Board meeting.

9.6 **International Convention:** There was discussion regarding the upcoming International Convention in Salt Lake City. Double rooms are not available at Grand America or are available for only four nights. Mary Ann will contact the Convention Chairman with a copy to International President June Bellamy with concerns. It has also been found that rooms may be obtained out of our block at a cheaper rate. Members who are attending discussed arrangements. Board members should remind chapters that they have two delegates. The feasibility of a hospitality room or other arrangements for a California gathering and/or dinner at a restaurant will be explored.

9.7 **Corresponding Secretary:** Mary Ann reached out to Kathleen O'Malley, Gamma Eta, regarding the vacant position of State Corresponding Secretary.

MOTION: Karen Kirby moved that the Executive Board appoint Kathleen O'Malley as Corresponding Secretary for the remainder of the biennium. Motion was seconded by Becky Sikes. Motion carried.

Mary Ann will write a letter to Kathleen.

10.0 **New Business**

10.1 **Evaluation of Marina District Conference:** Diana reported that the evaluations were very positive. There was consensus that the emphasis on membership was effective. There were comments made to remind Board members to be conscious of time constraints, and a suggestion to appoint a Board member as time keeper.

10.1.1 **Send Thank-You to Host Council:** Mary Ann directed Joanne to send a thank-you to Barbara Murray for the Friday dinner and the conference.

10.2 **Southern District Conference, March 6th - 8th, 2015:** The conference will be held in Rancho Bernardo. There was discussion about travel arrangements.

10.3 **Sisters with Heart Newsletter:** Mary Ann directed Becky and Joanne to submit

articles, pertaining to membership and chaplain's thoughts respectively. She asked Sara to write the Marina Conference summary.

- 10.4 **Chapter sales at District Conferences:** Joanne shared some background and perspectives from Peralta Council in regards to chapter sales at district conferences. She received an email from Carolyn Rising that outlined their desire to sell chapter items, suggestions about sharing profits or paying a set amount, and a description of their previous sales.

Board members shared opinions on changing the procedure and discussed whether chapter sales should be allowed. They then discussed what procedures might be followed, and clarified areas of consideration: pre-approval of sales by council, types of items that might be sold, and payment of a fee of \$20.00 for chapter sales, which would defray conference costs or be applied to altruistic project as decided by the council. Mollie will write a proposal on how to change the procedures.

10.5 **Liaison Report**

10.5.1 **Feedback/chapter needs?** There have been no council meetings held since the November State Board meeting.

10.5.2 **Distribute November liaison report:** The report that was reviewed was titled "State Executive Board Liaison Report - January 2015."

There were some revisions. For number 2, the sixth sentence was changed to, "We have proposed **three** resolutions . . ." A sentence was also added, "**Seminar sessions have three strands, and revisions appear in the February Kappan.**"

In the "Dates to Remember" section, a sentence was added after "January 1: International Membership Campaign begins!" The sentence was, "**The campaign ends April 15, so initiation forms need to be submitted prior to that date.**"

- 10.6 **Technology:** Mollie reported that communication with districts has to be tightened up regarding technology needs of presenters, as there have been instances of Mollie having to set up without any prior notice. Mollie said that moving forward it should be the host council's responsibility to provide the technology, including items such as microphones and a projection system.

11.0 **Announcements/From the Floor**

Diana stated that suggestions regarding the switch of traditional months/dates for district conferences would need to be examined for their impact on others.

Susan thanked members for welcoming her, and shared that she enjoyed her time with the Board and with the Marina District ladies. Mary Ann thanked Susan for coming.

- 12.0 **Closing Thought:** Joanne shared Winnie the Pooh's advice to remember, "You're braver than you believe, and stronger than you seem and smarter than you think you are."
- 13.0 **Adjournment:** Mary Ann adjourned the meeting at 7:25 P.M.



California Alpha Delta Kappa Executive Board Meeting Minutes

Friday, March 6, 2015
Hilton Garden Inn
17240 Bernardo Center Dr.
San Diego, CA

1.0 Call to Order: President Mary Ann Englehart called the meeting to order at 5:15 PM.

1.1 Welcome Kathleen: Mary Ann welcomed new Corresponding Secretary Kathleen O'Malley to the board.

2.0 Roll Call: Present were:

Officers

Mary Ann Englehart	President
Diana Galvan	President-Elect
Mollie Acosta	Immediate Past President
Rebecca Sikes	Vice President Membership
Karen Kirby	Treasurer
Lynne Keating	Recording Secretary
Kathleen O'Malley	Corresponding Secretary
Sara Cooper	Historian/Sergeant-at-Arms
Joanne Grimm	Chaplain

3.0 Opening Thought: Joanne's message highlighted the power of one's thoughts, "Whether you think you can, or think you can't, you're right."

4.0 Review of Agenda: Mary Ann reviewed the agenda, and asked for changes or comments. Hearing none, and with no objections, the agenda was approved as submitted.

5.0 Submit expense reimbursements/bills with receipts: Board members provided receipts and reimbursement forms.

- 6.0 District Conference Update:** Diana reviewed the Southern District Conference agenda for March 7th, as well as board member responsibilities. Membership will be an emphasis. Karen will explain issues and steps to take in regards to the compromise of ecard reporting. There was discussion of Kathleen's trip to Peru and needs for the International project. Kathleen will share her itinerary with the group. If there is time, a video about the State altruistic project, "School on Wheels," will be shown.
- 6.1 Initiation Ceremony:** The state board will initiate new member of Beta Omicron, Evie Leano.
- 6.2 Membership Presentation:** Beta Iota charter member and new silver sister Gwen Moreno will be recognized.
- 7.0 Adjournment:** Mary Ann adjourned the meeting at 6:15 P.M.



California Alpha Delta Kappa Executive Board Meeting Minutes

Saturday, March 7, 2015
Hilton Garden Inn
17240 Bernardo Center Dr.
San Diego, CA

- 1.0 Call to Order:** President Mary Ann Englehart called the meeting to order at 2:09 PM.
- 2.0 Roll Call:** Present were:
- | <u>Officers</u> | |
|--------------------|----------------------------|
| Mary Ann Englehart | President |
| Diana Galvan | President-Elect |
| Mollie Acosta | Immediate Past President |
| Rebecca Sikes | Vice President Membership |
| Karen Kirby | Treasurer |
| Lynne Keating | Recording Secretary |
| Kathleen O'Malley | Corresponding Secretary |
| Sara Cooper | Historian/Sergeant-at-Arms |
| Joanne Grimm | Chaplain |
- 3.0 Approval of Agenda:** Mary Ann suggested that item 7.6 "Approval of amount for Eleanor Bendell State Scholarship" be added to the agenda. Diana asked for addition of two items: one for discussion of updates to the website, and the other for preliminary discussion of board presentations for next year's district conferences. Mary Ann replied that the second item could be addressed in Item 10.2 "Northern District Conference," and the first in an additional item, 10.5 "Technology/Website." Hearing no other additions or changes, the agenda was approved as revised.
- 4.0 Opening Thought:** Joanne presented a fortune cookie message with a message about being a fool. She asked us to accept that it is wise to acknowledge that we are not perfect and to live accordingly
- 5.0 Approval of January Board Meeting Minutes:** The minutes were reviewed page by page. Mary Ann thanked Joanne for filling in as corresponding secretary and thanked Lynne for an excellent job with the minutes. Diana also commended Lynne.

MOTION: Karen Kirby moved approval of the January minutes as submitted. Becky Sikes seconded the motion. The motion carried.

6.0 Correspondence

6.1 Received

Peter Towne, Principal of Green Hills Elementary School, wrote to thank Alpha Delta Kappa for books that were purchased through a mini-grant that Carolsue Acres received.

6.2 Sent

Kathleen reported that she mailed four print copies of the state newsletter.

7.0 Budget/Expenses

7.1 Treasurer's Report: Karen reported that there has not been an update received from the Foundation since the January meeting, so the balance remains as reported at that time. Hopefully the stock market will do better, and an amount greater than \$88.49 will be realized at the next reporting.

Karen presented the following report.

Bank Accounts

Wells Fargo Bank	WF Checking	\$ 29,381.03
	WF Reserve	45,957.00
	<u>WF Scholarship</u>	<u>20,888.05</u>
	TOTAL Bank Accounts	\$ 96,225.87

Investment Accounts

ADK Foundation	<u>Noel Leonard AΔK Foundation</u>	<u>\$ 43,076.76</u>
	TOTAL Investment Accounts	\$ 43,076.76

OVERALL TOTAL \$139,302.63

2014: 5 Southwest Leadership Grants \$ 500.00

<u>Noel Leonard Account Differential</u>	<u>Market Value</u>	<u>Income</u>
5/31/2014	\$ 42,769.31	\$ 536.74
8/31/2014	42,988.27	218.96
<u>11/30/2014</u>	<u>43,076.76</u>	<u>88.49</u>
	TOTAL TO DATE	\$ 844.19

7.2 Upgrade Quicken: Karen explained that an upgrade to Quicken has been implemented, but the center column is still not working properly. She reported that the amount projected as receipts for dues will be less than anticipated, since dues receipts thus far total \$23,415.00 rather than the projected amount of \$26,000.00. She also pointed out that an increase in membership to 1340 is

projected for 2015-16. Karen provided detailed lists by chapter with names of members who have not paid dues, and whether form H-119 has been turned in by the chapter. Mary Ann directed Becky to follow up with chapters regarding missing forms. Karen also provided a list of chapters who have retained their membership numbers. It was decided that a list of those chapters will be published in the state newsletter.

- 7.3 Review of State Altruistic Project account:** Karen reported that there is a balance of \$1002.25 in the account, with donations received from Beta Rho, Gamma Tau, Gamma Eta, San Diego Council, Delta, Fidelis Iota, and Zeta, in addition to interest. At this point, Diana noticed that on page 4 of the Working Budget 2015-2015, there was an error. Under State Altruistic Project, “School on Wheels,” \$4721.78 was entered in the Actual column for Expenditures. This amount was an expense for shirts, so should be entered on page 4 as an expenditure under Official Business, Miscellaneous, Fees.

MOTION: Diana Galvan moved that we contribute \$1000.00 to the State Altruistic Project, “School on Wheels” in May. Mollie Acosta seconded the motion.

Further discussion ensued regarding the amount and timing of a contribution to “School on Wheels.” Some asked why the check could not be sent right away. It was also mentioned that notification of this charity regarding their selection as State Altruistic Project was not done after State Convention, and that this duty should be written into the State Altruistic Project Chairman’s duties. Diana Galvan withdrew her original motion, and then made the following motion:

MOTION: Diana Galvan moved that we contribute \$1000.00 to the State Altruistic Project, “School on Wheels,” now. Mollie Acosta seconded the motion. The motion carried.

- 7.4 2016-2018 Budget:** Diana mentioned that it is early to talk, but we are working with a budget that has less income than projected and that although we can manage now, we cannot go on always like this. There will need to be a budget committee before the next biennium, which will include a past state treasurer, plus district representation of one from each district if reasonable.
- 7.5 Motion to pay bills:** Mary Ann asked if all board members had reviewed the folder that contained reimbursement requests and receipts. Motion was delayed until all had time to do so.
- 7.6 Approval of amount for Eleanor Bendell State State Scholarship:** Board members discussed possible amounts to offer for the Eleanor Bendell State Scholarship. The amount offered in 2014 was \$3000.00. Karen reported that the account is healthy. Members also discussed the importance of awarding amounts

that will not lead to a fund depletion, especially when membership numbers are down. There was a reminder that once shirts start earning a profit, the profit amount will be shared between altruistic and scholarship. There was also a reminder that the \$400.00 remaining after 2014 State Convention was allotted to leadership funding. It was also discussed whether to offer more than one scholarship.

MOTION: Diana Galvan moved that we award one 2016 Eleanor Bendell California State Scholarship in the amount of \$2500.00. Becky Sikes seconded the motion. The motion carried.

8.0 Membership Report: Becky confirmed the actual number of chapters, and reported that if each chapter brought in one new member, the amount would come close to matching the number of members lost. Chapters that add members should be commended. She will follow the directive to contact chapter membership chairmen and/or presidents of chapters that have not completed H119 forms. She believes it is important to share ideas that are working. Mary Ann stated that liaisons should bring those good ideas to their council meetings. There was discussion about providing a “tool kit” of forms or whether it’s more effective to emphasize the online completion of forms. Another discussion centered on the co-president format, and how duties and responsibilities are shared and performed. A comment was made that International does not recognize co-presidents, and that there have been problems with carrying out the duties effectively. A suggestion was made to put together some tips for co-president success and publish these in the newsletter. Another comment was made in regards to the fact that chapters may not be following rules regarding number of terms for certain offices. Although this is a concern, this item cannot be addressed at this time.

Becky submitted the AΔK California State Board Vice President/Membership Report, dated March 7, 2015.

Number of Newly Initiated Members	43
Number of newly Reinstated Members	5
Number of New Omega Members	12
Number of new Chapters	0
Number of Disbanded Chapters	0
Number of Chapters	54
Total Number of AΔK Members in California	1,209
Miscellaneous: Honorary: 12; Life member: 23; Limited: 49; Sustaining: 15	

New Business: Down 56 members

7.5 Motion to pay bills: At this point, review of bills and reimbursement forms was completed. Karen mentioned that some board members had not turned in reimbursement forms, since they would still have expenses to report, and it was agreed that Karen could pay these reimbursement forms if she deemed them appropriate.

MOTION: It was moved by Mollie Acosta and seconded by Diana Galvan that the bills be paid. Motion carried.

9.0 Unfinished Business

9.1 Regional Conference Resolutions and letter: Mollie reported that some specific suggestions contained within the first proposed resolution were removed regarding input from state leaders and regional conferences. In the second resolution references to the strategic plan were retained, but our specific list of points was removed. There was one phrase that did not appear to convey meaning, and #4 was rewritten. A suggestion was made to Mollie that we request a rationale for the changes that were made. It was pointed out that any resolution must contain the wording “a feasibility study will be conducted” in order for the resolution to be approved and brought to the floor of convention. The resolutions must be published in May in Kappan, which means going to print in April probably. A decision needs to be made as to whether to let the resolution go to the floor as rewritten, or to defend the original wording, or to withdraw it as rewritten. Diana asked us to consider whether our point still comes through in the rewritten resolution, since if we withdraw it, there will be no way to have input for two more years at the next convention. It was pointed out that some action on regional conference concerns has taken place. After more discussion, it was decided to wait until we hear about the rationale and the phrase correction, and then will communicate via email regarding the issues.

In regards to the letter, it was stated that the ad hoc committee that was formed to address concerns is composed of members within the International Executive Board. Mary Ann pointed out that the survey regarding chapter sales was completed, and that we need to continue to be open and seek member input.

9.2 Presidents’ Council Handbook Updates

9.2.1 Diana reported that she added handicapped access in the description for planning district conferences.

Additional revisions were made to the section, “Planning District Conferences by Host Councils.” It was suggested to change the word “should” to “must” in number 4 in regards to accommodating the scope of the meeting, and providing technology, such as microphone, projector and screen or clean wall. It was determined that the word “should” would be kept in the second sentence regarding handicapped access. There was also discussion in the use of an email list of chapter presidents. Kathleen asked that the list be copied to the board to review, and then opinions were shared on using the list with or without chapter names included. The corresponding secretary should keep the list up to date in the handbook.

Diana asked if board members would like just the changes or the whole revised document. It was decided that Diana will keep a master file and then a shared document for board members.

A break was held at 4:20 P.M., with the meeting resuming at 4:35 P.M.

9.3 Committee Chairmen Job Descriptions

9.3.1 Scholarship Committee Chairman: Mary Ann reminded board members that through consensus we agreed to use version two of the chairman's duties. Version two breaks down all tasks by scholarship. Some revisions were made to this version. On B., rather than "Make information," the verbiage was changed to "Inform members . . . : On C.5.b and D.5.b, wording was changed to, "The evaluations must be returned," rather than "The evaluations should be returned." Font corrections were also made for consistency.

MOTION: Sara Cooper moved that we accept the job description for Scholarship Committee Chairman as revised. Karen Kirby seconded the motion. The motion carried.

The board continued to work in the area of scholarship, with review of the application and rubric. Merit of project vs. some credit was discussed. The title, "Selection Process" was renamed to "Application Process." Parts of the application were reorganized and re-titled to: II. State Scholarship Committee, III. The Application Process, IV. Obligations of the Recipient, V. Notices to Chapters, and VI. Funding. V.b was written, "If there are revisions to these guidelines each chapter president will be notified in writing." By consensus, items 1, 2 and 4 were removed from the rubric. These scoring items reflected points for longevity, service and content of the chapter president's recommendation. Lynne was directed to format the form and include the new points total (25 possible). The revised rubric and guidelines were approved by consensus.

On the application form, the request for a photograph was removed. Item III. was adjusted to reflect that the applicant would include the name of a university or college of study, "if applicable." IV. was rewritten, "Narrative of the project, if applicable. Submit digitally a narrative that states your reason for wanting the scholarship. Include a brief project plan, addressing all components of the rubric." By consensus, the Eleanor Bendell California State Scholarship Application Form revisions were approved.

Mary Ann will format the form for the chapter president's recommendation.

9.3.2 Altruistic Reporting: This item was tabled.

9.3.3 Motion to add wording to all job descriptions: The following statement was provided for addition to all job descriptions, “Maintain and update this job description throughout the biennium by revising the job description and including relevant documents.”

MOTION: Lynne Keating moved to add wording to job descriptions as submitted. Kathleen O’Malley seconded the motion. The motion carried.

9.4 Policies and Procedures: This item was tabled.

9.5 Review guidelines for Betty Rosenberg Golden Chapter Award: Lynne reviewed the changes/simplifications that are proposed for the application for this award. The board reviewed suggested two more point changes for the application form. Additional revisions were made: increasing the amount of points per new member to 10, and increasing the number of points for chartering a new chapter to 100.

MOTION: Sara Cooper moved that the Betty Rosenberg Golden Chapter Award be approved as revised. Kathleen O’Malley seconded the motion. The motion carried.

9.6 Chapter sales at District Conferences: After discussion, members agreed that allowing chapter sales at district conferences should be voted on as a resolution at State Convention.

MOTION: Karen Kirby moved that the board write a resolution to allow chapter sales at district conferences. Sara Cooper seconded the motion. The motion carried.

Mary Ann directed Mollie to prepare a draft of a resolution for the next board meeting.

9.7 International Convention

9.7.1 Travel Plans: Board members discussed travel plans, including possible use of shuttles.

9.7.2 Sales: By consensus, the board agreed to have a sales table at International Convention.

9.7.3 Educational Symposium sessions: Mary Ann asked that board members

let her know what sessions they want, in order that other members may go to different ones. She asked board members to watch for ones that may help with our presentations at district conferences. She also stated that we should have at least one member attend any sessions on membership, new chapter development, and modernizing Alpha Delta Kappa. Board members are to let Mary Ann know their choices as soon as possible. Registration is due April 1, as the rate increases after that date.

- 9.8 2016 State Convention Update:** Mary Ann is considering the Holiday Inn in Visalia, a facility with good prices, lots of options as to facilities, and a friendly staff. She is looking at the dates of April 30 to May 2. Barbara Stein will be Convention Treasurer, and she is considering sisters for other convention duties.

10.0 New Business

- 10.1 Evaluation of Southern District Conference:** Diana reported that the evaluations were the best of the four conferences. There was some criticism related to too much information about forms, and a request to highlight sisters who have received scholarships.

10.1.1 Send Thank You to Host Council: Mary Ann directed Kathleen to write a thank-you letter to Alice Bullard and the San Diego Council.

- 10.2 Northern District Conference - October 3rd, 2015:** The conference will be held again at the Basque Center in South San Francisco.

- 10.3 Sisters with Heart Newsletter:** Mary Ann directed board members to write the following articles and send to her within the next two weeks: Sara - a summary of Southern District Conference; Karen - information regarding the issues with the e-card; Becky - membership numbers; Lynne - summary of motions as a board highlights article, and Joanne - her chaplain thoughts. Sara shared music for "Lamp of Alpha Delta Kappa," which Mary Ann will put online.

10.4 Liaison Report

10.4.1 Feedback/chapter needs? Karen reported that she met to provide support to a chapter in Marina District, and that she will be traveling to Santa Barbara next weekend. Lynne asked about the form for liaison reports and where to find it. Mary Ann wants board members to fill them out and bring to board meetings, for Lynne to collect. Karen shared a heart logo created by chapter presidents, which may be an activity for district conferences.

10.4.2 Distribute March liaison report: Mary Ann stated that the liaison report for March should go to chapters soon. She will add the new Golden Chapter application and scholarship information. She will also provide an

announcement of Carol Taylor's appointment as World Understanding Chairman, and include a reminder about the H119 form and late dues.

- 10.5 Technology/Website:** Mary Ann will talk to Janet regarding the website and the process for changing/updating some aspects.
- 11.0 Announcements/From the Floor:** Sara shared that she has an extra room at Little America that she will relinquish before International Convention. It was also announced that the California dinner will be held on Thursday at a restaurant that is close to the hotels.
- 12.0 Closing Thought:** Joanne remarked that since St. Patrick's Day is almost here, it is appropriate to share an Irish proverb and blessing, "May you know nothing but happiness for the rest of your life."
- 13.0 Adjournment:** The meeting was adjourned at 7:00 P.M.