



California Alpha Delta Kappa Executive Board Meeting Minutes - FINAL

Friday, August 26, and
Saturday, August 27, 2016
Home of Diana Galvan
Roseville, California

1

1. **Call to Order:** State President Diana Galvan called the meeting to order at 5:26 P.M. and welcomed the board members to the leadership training.
2. **Silent Roll Call:** Lynne Keating asked those present to sign in.

Members Present:

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

3. **Ideal Board Member Experience Activity:** Diana assigned partners to work together to create six-word "memoirs" of their idea of the ideal experience as a member of the executive board. The ideas were shared, and then Diana led the group to distill those ideas into one statement of vision for the board. "Team of dedicated leaders serving Sisters" was the vision created by the executive board members.
4. **Approval of agenda:** There were no corrections or additions to the agenda, so Diana declared the agenda approved as submitted.
5. **Opening Thought:** Kathleen O'Malley shared three thoughts related to vision. "Eyesight may diminish with age but all other forms of vision - hindsight, foresight, second sight, and insight - improve as we grow older." (Natalie Walker Whitlock) "The best vision is insight." (Malcolm Forbes) "Vision without action is a daydream. Action without vision is a nightmare." (Japanese proverb) Diana thanked Kathleen for those thoughts on vision.

8.3 Status of C-1 Reporting and ePostcard filings: Karen stated that fourteen chapters have not replied that they filed. The deadline for chapters to report to Karen is August 31. Fidelis Delta was discussed as one of the chapters, and Sara will follow up.

8.4 Shirt Sales at NW/SW Regional Conference: There was \$1,218.00 deposited for shirts and pin sales. Sixty-seven shirts were sold. A \$40.00 donation was also made at the conference, and deposited to the same account.

Diana stated that at a future meeting, the board will discuss future sales, and whether to continue with shirts or select something else.

8.5 Payment of Bills

MOTION: Mary Ann Englehart moved to pay bills that were submitted. Sara Cooper seconded the motion. The motion passed.

9. Old Business

9.1 Approval of State Convention Refunds: It was reported that \$456.00 was the total of requested refunds for State Convention registrations.

MOTION: Mary Ann Englehart moved that the CA State Executive Board approve the expenditure of \$456.00 for partial refunds for CA State Convention to sisters who requested refunds, because they were unable to attend due to extenuating circumstances. Karen Kirby seconded the motion. The motion passed.

The meeting was recessed at 6:25 P.M. until Saturday, August 27, 2016.

The meeting was re-convened at 9:30 A.M., Saturday, August 27, 2016, by Diana Galvan, who reminded the board members of the thoughts on vision from the previous day.

6. Approval of Pre- and Post-Convention Minutes: This item was tabled on Friday. Minutes were reviewed, after reminder to board members to read the minutes prior to the board meeting when they receive them online.

Diana, hearing no corrections, declared the minutes for pre- and post-convention approved as submitted.

Diana stated that Mary Ann and Sara will continue to be the first readers, and Lynne will then share the minutes with the rest of the board.

- 9.2 NW/SW Regional Conference 2016 Review - Albuquerque, New Mexico:** Diana stated that no further discussion was needed, since board members had informally shared views about the regional conference.

Diana conducted an informal personality test at this point, with board members finding and sharing the colors that indicated preferences/types. The meeting resumed after the activity.

10. New Business

- 10.1 Goals for 2016-18 Biennium:** Diana distributed hard copies of goals to board members, and explained some reasons why she chose those goals. Discussion and comments follow each goal in italics.

1. “To continue the vision of our founders by initiating at least 50 new members each year.” *This translates to one new member per chapter.*
2. “To inspire at least 25% of California’s chapters to receive Alpha Delta Kappa’s 7-Pearl Award.” *If chapters accomplish the tasks for the 7-Pearl award, they will be viable and growing chapters. There was discussion about the H114 form requirement and reminders to give information to chapters about it, including sending it to the chapter corresponding secretary with a copy to the chapter president. There was also discussion about possible errors made by International in the recording progress. Reminders and contact information for errors, as well as information on accessing the Pearls report on International’s website will be included in the liaison report and on the State website as “Pearl Vision” by Diana.*
3. “To continue to improve communication so that our members are able to take advantage of the opportunities available to them from Alpha Delta Kappa. *Communication by various means has been the focus of California leaders for the last several biennia. Thanks to our webmaster, Janet Armstrong, our website is beautiful and easy to use. We will also continue to use email as it is fast and inexpensive.” Modes of communication were discussed, and the effectiveness of personal contact was stressed*
4. “To reflect the goals and ideals of our founders by following the International Bylaws governing chapter organization and structure.” *Instances where chapters are not following certain International Bylaws will be addressed by making chapters aware of reasons for them in terms of chapter “health.”*
5. “To maintain and inspire professionalism as we promote excellence in education.” *A suggestion was made to determine ways to advertise Alpha Delta Kappa and its work, such as advertisement on Pinterest or posting a sign with other local organizations at the entrance to cities.*

6. “To seek and promote recognition of California’s outstanding educators. *There are thousands of women in California’s classrooms doing the ‘and then some.’ Let us seek opportunities to learn about them and honor them - perhaps with membership in our sisterhood.*”
7. “To continue our altruistic spirit as we support our communities in various altruistic endeavors.”

The goals will be posted on the website, included in first newsletter and sent as a message to chapter presidents.

10.2 Change “Vice President for Membership” Title: Diana explained that according to International’s wording, “Membership Consultant” has the role that our Vice President for Membership fills. A change in title may be desirable as it may open avenues for her in working with chapters, and it also may be confusing to members to have a vice president as well as a president-elect. All states except California and Utah have appointed membership consultants; however, International is encouraging election of the position, so in that respect California is ahead. Diana directed Mary Ann to check International Bylaws to see how they are written in regards to the position.

10.3 New Policies and Procedures

10.3.1 Sales at District and Regional Conferences, Conventions: Diana explained that she asked Mary Ann to prepare drafts for 10.3.1, 10.3.2 and 10.3.3. Mary Ann clarified that Mollie Acosta began the work on chapter sales, once the resolution was approved at State Convention.

Board members reviewed the draft of policy and procedures. It was explained that text in italics cannot be rewritten, as it is language from International Bylaws.

Language that was changed, added, corrected included the following:

- In “Policy,” added at end of paragraph, “‘S’ refers to the laws of the State of California.”
- Deleted the statement in “Procedure 3,” “Chapters outside the host district . . .”
- Reworded beginning of “Procedure 6,” “Sales are only to be conducted . . .”
- Revised wording at beginning of “Procedure 8,” District Conference raffles may be permitted if conducted in accordance with California laws.”
- Did not add any wording that clarified the definitions of opportunity drawings and 50/50 drawings.

- Revised the wording of the third sentence of “Procedure 8,” “A chapter within the Host Council must register the raffle and report the raffle proceeds to the CA AOG, RCT after the raffle is held.”
- Added sentence at end of “Procedure 8,” “Compliance with California law is required in order to maintain non-profit status.”
- Revised “Procedure 1” to read, “To sell items at district conferences, chapters are to request permission from the host council. This request must be in writing and made at least three (3) months in advance of the conference. Host council will approve or disallow the request and notify the chapter of its decision within ten (10) days of receiving the request.”

The executive board took a break for lunch at 12:08 P.M., and resumed the board meeting at 1:15 P.M.

10.3.1 Sales at District and Regional Conferences, Convention: The policy and procedures for sales at district conferences was reviewed.

MOTION: Karen Kirby moved acceptance of policy covering sales at district conferences. Mary Ann Englehart seconded the motion. There was no further discussion, and the motion passed.

Review of sales at regional conferences and at conventions will be held at a later board meeting.

10.3.2 Hospitality Events at Conferences and Conventions: This item was tabled.

10.3.3 Council Officer Selection and Responsibilities: This item was tabled.

10.4 Revision of State Chairman/Committee Member job descriptions: This item was tabled until the October board meeting, when job description reports and recommendations will be reviewed.

10.5 Review Betty Rosenberg application: This item was tabled. Since applications were received last biennium using the new application, Mary Ann and Diana will review those applications in relation to how effective the new application might be for use in determining the award.

10.6 State Website Maintenance: Diana explained that she is counting on board members to keep the website up to date, that it is a living document. The front page will be updated as new information is received. Board members should let Diana know of content to add via email, not formatted content.

Mary Ann offered to help bring the website up to date. She will post the minutes from last biennium. Karen will maintain updates to the Presidents' Council Handbook, and changes should be reported to her. Mary Ann suggested that a Membership section be added.

10.7 Newsletter items: Ideas for the first newsletter were shared. There is a September 5th deadline for submission. The title will be "Visions" and Diana's column will be "Reflections." A masthead will be created with board member names Included.

10.8 Liaison assignments: Diana stated the liaison assignments for the councils: Marlene - Golden Gate; Joanne and Diana - Delta; Susan Raffo - Peninsula/South Bay; Joanne - Peralta; Mary - Sierra; Sara and Lynne - Inland Cities; Kathleen - San Diego; Karen - councils in Marina District; Mary Ann - councils in Valley District - Mollie Acosta will also be invited to serve.

Discussion was held regarding Fresno/Clovis council, and taking in Beta Phi. It was also explained that they might attend Sierra Council. Diana explained that the Modesto/Turlock council will fold, since there is only one chapter. Diana will contact the chapter to determine their preference for council membership. It was also discussed that Peninsula/South Bay is probably about the same driving distance. Joanne will talk to Peralta Council to see if they will pay for two members from the chapter to come to the Northern District Conference.

10.8.1 Report for September: Diana stated that the liaison report should be a communication link. The report will be sent to chapter presidents so that they don't miss deadlines. There will be work on redefining the role with councils.

11. Team Building Activity: Lynne lead an activity that helped board members learn more about each other's experiences and backgrounds.

12. Executive Board Job Descriptions Review and Collaboration: Board members met in pairs to collaborate in a review of job descriptions.

13. Planning for 2016-17 District Conference Programs

13.1 Locations and Council Responsible for District Conferences: The calendar was distributed.

13.2 Introductions Format: Karen shared an idea to use photo/information cards of the board members, which would include a set for each chapter to take back and distribute to chapter members with matching jobs to state board officers.

- 13.3 Program:** Diana explained that the program should be used at all four district conferences, and that she proposes that the word “training” be deleted, as it has been done in past at first district conference of biennium, “Officer Training.” Rather, she proposes that updates be presented. It was discussed that training materials need to be available for new officers to use as reference, so Diana will post those on the California website.

A theme/title for fraternal education at district conferences was generated, “What’s Up? Upgrade, Update, Uplift!”

A format of questions and answers will be used, with Joanne serving as “Ms. Poppy” to read the questions. A script was developed and shared via Google docs with board members.

The order of the agenda for Northern District was reviewed. The Pledge of Allegiance and Membership Report were added. Fraternity education will follow introductions of board members. There will be a chorus as entertainment. Joanne will determine who answers the questions posed in the script. At the meeting, sisters from that district will be asked ahead of the meeting to ask certain questions. Microphone issues will be addressed according to what is on site. There will be a rehearsal Friday.

- 14. Google Stuff:** Mary Ann prepared a handout regarding Google docs. Goals were also to teach how to use Excel file, group information, and create group emails. Diana will develop some directions and send those out, and further questions will be addressed at the October meeting.

15. Announcements

- 15.1 Northern District Conference/CA Executive Board meetings October 7-9, 2016:** Diana reminded members to communicate travel plans, and to keep in mind cost, with understanding that the unexpected may happen.

15.1.1 Board arrives Friday, October 7. Hotel reservations are at Embarcadero, Oakland: There is a shuttle available from the airport.

15.1.2 Board meeting Friday, followed by dinner at Joanne’s home, 889 Rosemount, Oakland: Discussion of board members staying at Joanne’s home was held.

15.1.3 District Conference at Castlewood Country Club, Pleasanton

15.1.4 Board meeting Saturday at Joann’s home following District Conference. Dinner out - Jack London Square: Joanne provided some information.

15.1.5 Sunday - Continuation of board meeting if necessary, travel home:
Diana explained that her goal is to have business completed prior to Sunday.

15.2 International Convention July 12-15, 2017, New Orleans, LA: There was a reminder that presenters are needed for sessions.

15.3 NW/SW Regional Conference July 8-12, 2018, Anchorage, AK (CA is co-host): There was discussion of extended travel possibilities.

16. Other: No other business was conducted.

17. Closing Thought: Kathleen presented two quotations to close the meeting. “Keep your eyes on the stars and your feet on the ground.” (Franklin D. Roosevelt) “The real voyage of discovery consists of not in seeking new landscapes, but in having new eyes.” (Marcel Proust)

18. Adjournment: The meeting was adjourned at 6:30 P.M. Mary Ann congratulated Diana on her first meeting.



California Alpha Delta Kappa
Executive Board Meeting Minutes - FINAL

Friday and Saturday, October 7 and 8, 2016
Home of Joanne Grimm
Oakland, California

1. **Call to Order:** State President Diana Galvan called the meeting to order at 3:55 P.M.
2. **Silent Roll Call:** Lynne Keating asked those present to sign in.

Members Present:

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

3. **Opening Thought:** Diana moved the "Opening Thought" to this point in the agenda. Kathleen O'Malley shared "Simple Words" from *Chicken Soup for the Soul*, by Carol E. Ayer. The story told emphasized the importance of expressing love and of showing love through one's actions.
4. **Approval of Agenda:** Diana explained that the agenda is a long one, and asked for any additions or changes. Hearing no objections, she declared the agenda approved as submitted.
5. **Approval of Executive Board Retreat Minutes:** The minutes of August 26-27, 2016, were reviewed page by page. There were no corrections, and Diana declared the minutes accepted as distributed.

At this point item 13.4 was added to the agenda, "Send note to Sandra Marshall as thank-you for donation at Northwest/Southwest Regional Conference."

6. **Presidents' Council Handbook:** Karen Kirby distributed hard copies of the Presidents' Council Handbook to board members and reviewed the contents. She also gave board members copies to distribute to their council presidents. All thanked Karen and complimented her on her work. Discussion followed about changes and updates, with clarification that keeping a list of the changes is beneficial. Board members were reminded that the most up-to-date version is maintained on the website.
7. **Report on State EIN number:** Karen reported progress on resolution of issues with the State EIN number. Laura Bourgeois as Executive Director of Alpha Delta Kappa sent a letter to the state of California. The State returned the letter because they "didn't recognize her status." She has refiled the letter.
8. **District Conference Plans**
 - 8.1 **Review of Powerpoint Board Introductions:** Karen reviewed her presentation for introductions of board members for the district conferences.
 - 8.2 **Ms. Poppy Program Rehearsal:** The script for the district conference was reviewed. Diana said that she will introduce the script and Joanne Grimm as "Miss Poppy." Questions were assigned to board members. Susan Raffo will answer the question on bylaws. Timing and content of the board's part of the agenda were reviewed. Joanne also mentioned that the council has another activity that they will do. The board walked through the presentation, including technology use. A handout on how to use forms on the International website will be distributed.

The meeting was recessed at 5:44 P.M.

The meeting was reconvened on Saturday, October 8, with Diana calling the meeting to order at 3:18 P.M. All board members were present.

9. **Reconvening Thought:** Kathleen shared thoughts related to the importance of building understanding and friendship with those of other cultures and philosophies through travel, using words from Maya Angelou, and telling of her recent travel experiences in India.

Diana thanked all board members for participation in the Northern District Conference program, with special thanks to Joanne Grimm as "Miss Poppy."

10. **Correspondence:** Joanne presented the report of correspondence.

A thank-you note for donation to "Teachers Helping Teachers" was sent to Lora Ginsberg on August 29.

Marlene Cordova requested that a note of thanks be sent to Sandra Marshall from

Arizona for her \$40 donation at Northwest/Southwest Regional Conference. She also asked for a thank-you to Wisconsin Omicron for their donation to our crisis fund.

11. Treasurer's Report

11.1 Review bills: Board members reviewed reimbursement requests and documentation.

11.2 Current Budget Status Report: Diana asked Marlene to correct an item in the "Altruism" budget, as \$40 should show as a donation. The amount will be moved to "Other Donations" as income.

Diana will assist with allotting the money correctly for "Officer Training," as well as an expense from last year for travel. She noted that expenses for Northwest/Southwest Regional Conference were under the amount budgeted.

Bank Accounts

Wells Fargo Bank	WF Checking	\$ 14,646.07
	WF Reserv	46,000.78
	<u>WF Scholarship</u>	<u>16,397.08</u>
	TOTAL Bank Accounts	\$ 77,043.93

Investment Accounts

AΔK Foundation	<u>Noel Leonard AΔK Foundation</u>	<u>\$ 44,278.79</u>
	TOTAL Investment Accounts	\$ 44,278.79

OVERALL TOTAL \$121,322.72

Other Information:

Seed Money Returned	\$ 7,500.00
Convention Balance	1,106.91
Regional Noel Leonard Grants	500.00
Total in AΔK Crisis Fund	1,567.00
Delta/Sierra Council Seed Money	916.69

There were no questions regarding the report on accounts.

There was discussion regarding transfer of \$1,235.09 from "Regional Conferences" to "Executive Board Training" line item.

MOTION: Lynne Keating moved that \$1,235.09 be moved from "Regional Conferences" to "Executive Board Training" in the budget. Kathleen O'Malley seconded the motion

After discussion regarding past practices of waiting until the end of the year, and then authorizing the treasurer to move funds as needed, Lynne withdrew the motion.

- 11.3 Status of C-1 Reporting and ePostcard filings:** Past Treasurer Karen Kirby reported that all reports have been filed. Diana expressed appreciation to Karen for her work.

11.4 Payment of bills

MOTION: Sara Cooper moved that the bills be paid. Mary Ann Englehart seconded the motion. The motion passed.

- 11.5 Allocation of Funds from State Convention:** Marlene reported that the remaining balance from state convention is \$1,106.91. The 2016 State Convention Committee recommended that the state board make the decision as to allocation of those funds. The options are Leadership, Scholarship and State Altruistic Project.

MOTION: Mary Ann Englehart moved that the unexpended funds from the Convention be allocated equally among scholarship, altruistic and leadership projects. Mary Krause seconded the motion.

Discussion followed, regarding needs in the three areas.

After discussion, the motion passed.

- 12. Membership:** Sara presented the report on membership. She gave board members a copy of the report, “Chapter Pearls by State/Province/Region.” She updated member counts for some chapters based on the “Chapter Needs Assessments” from October, 2016.

Report on Statistics:

Number of newly Initiated Members	1
Number of Newly Reinstated or Transferred Members	1
Number of New Omega Members	5
Number of newly Resigned or Moved Members	3
Sustaining Members	35
Number of New Chapters	0
Number of Disbanded Chapters	0
Number of Chapters	51
Number of AΔK CA Members (down 37 from 2015)	1,220
Number of AΔK Members (down 540 from 2015)	31,341

Included were communication goals to address areas of the report, as well as observations related to data gathered from the “Chapter Needs Assessment” reports. Sara reported that she has contacted chapter membership chairmen, and that she will copy the executive

board with emails she is sending to them. Diana thanked Sara for her report, and further discussion of the information on the Pearls report followed.

13. Unfinished Business

13.1 Change “Vice President for Membership” Title: Mary Ann checked bylaws regarding changing the title “Vice President for Membership” to “Membership Consultant.” Sara reported that the title is not being recommended for a change because International wants all states to have a membership person on state boards, and that the person be a voting member. Mary Ann reported that our office is listed as one which may be designated for election according to International Bylaws, so no action was needed.

13.2 Modesto/Turlock Council Dissolution: Mary Ann reported that she spoke with Frances Posthumus regarding which council her chapter might join after dissolution of Modesto/Turlock Council, due to the fact that only one chapter remains. There is no decision yet. Both Fresno/Clovis and Peralta Councils wrote letters of invitation to Beta Phi.

Diana declared the Modesto/Turlock Council dissolved.

13.3 Review of State Officers’ Job Descriptions and Recommendations from State Convention Reports: Diana sent letters to newly appointed chairmen, and included the recommendations from past chairmen’s reports for the new chairmen to use. She wants to have state executive board members review descriptions, refine the descriptions, and incorporate suggestions as appropriate. She also designated Mary Ann, Lynne and herself to review the descriptions after the review.

She assigned the initial reviews as follows for the state offices:

President	Mary Ann and Diana
Immediate Past President	Mary Ann and Mollie Acosta, Xi
President-Elect	Karen and Diana
Treasurer	Karen and Marlene
Vice President for Membership	Mary Ann and Sara
Chaplain	Joanne and Kathleen
Recording Secretary	Lynne
Corresponding Secretary	Kathleen and Joanne
Sergeant-at-Arms/Historian	Sara and Mary

The three committee members are to have access to drafts from the board members by December 1. After the committee reviews the drafts, the revised descriptions will be shared with the executive board by January 10.

14. New Business

- 14.1 Possible Resolutions for International Convention:** Diana shared a letter from CeCe Hall, Arizona Sustaining Member, Past International President, in which she expressed the belief that delegates should have input on decisions such as the recent one by the International board to have four less positions on the board, and making appointments that give thought to regional balance.

Hawaii has written a resolution to have a feasibility study to consider appointment/election options that ensure that all regions are appropriately represented on the board, and to have a balance across regions and diversity in cultures.

There was discussion as to whether it might be proposed that International Vice Presidents be included as voting members.

Oregon is also writing a resolution that may seek to address the issue of appointments. Hawaii has another resolution regarding initiation of retirees.

- 14.2 Podcast:** International has invited the state to submit a podcast by October 25. The purpose would be to share goals and focus as an outreach. Karen will ask for an extension until after the November board meeting. Board members listened to part of the podcast from International President Ruth Ann Griggs that appears on the International website.
- 14.3 Liaison Report Feedback:** Lynne shared Inland Cities Council feedback, with some chapters having concerns about communication regarding officer packets, pearls designations, and the liaison report. Remedies for those concerns include using the status report for pearls on the International website and in the state newsletter, and to give members the name of who to contact.

Mary Ann suggested that board members save their reports by title "Liaison Report," followed by name of council and date, in order to make it easier for board members to review them. She explained the process of saving the document after completion. The title is "Liaison Report BLANK." Go to file, make a copy of it, type in the title as indicated above, fill in the information, and then share.

Karen reported on the Channel Islands meeting from last April. Members questioned why a summary from historians was needed. Sara mentioned that she canceled the request for summaries, and that Mary and Sara will determine if these will be used again. Karen reported that Alpha Iota is in jeopardy, and if that chapter folds, there is just one left in Channel Islands Council. Mary Ann has spoken with Barbara Murray about the problems of finding new members. The board is aware of the concerns, and will assess to see if interventions are welcome or necessary.

Susan Raffo, Beta Rho, reported no issues from Peninsula/South Bay Council.

Golden Gate had a few questions regarding the status of the International altruistic project in Haiti, the decision to change to appointment of some International officers, and the use and caretaking of Noel Leonard funds in AΔK Foundation. A response to the concern about the Noel Leonard funds was that the board did review possibilities for deposit of the funds a few years ago, and found the Foundation to be solid. Sometimes there are no applicants, so more money remains on deposit. The board will consider raising the amount of the grants.

For San Diego Council, Kathleen reported that they had just one concern, and that was regarding the requirement for a raffle permit. Kathleen reviewed the necessity and procedures with them.

Mary Ann reported that there were no questions from Fresno/Clovis Council.

At this point, Mary Ann mentioned that she had just noticed that “Teachers Helping Teachers” did not appear on the current agenda, and asked that it be included at the next meeting. Diana asked the board to amend today’s agenda to include 14.4.4 “Crisis Fund,” and hearing no objections, declared it added.

14.4 New Policy and Procedures

14.4.1 Sales at District and Regional Conferences, Conventions: It was reported that Alpha Nu was appreciative of permission to have a sales table for their cards, which they sold at the Northern District Conference at half price. They paid a \$20 fee to the host council.

Further discussion on item 14.4.1 was tabled.

14.4.2 Hospitality Events at Conferences and Conventions: This item was Tabled.

14.4.3 Council Officer Selection and Responsibilities: Discussion of this item in relation to revision, updates and current practices was held. Current wording, “Council officers will hold office for one year” was discussed, with a suggestion proposed, “Council officers will hold officer for one year or one biennium as decided by the council.” It was decided to table this item. Board members may comment for Mary Ann to review. The process for revision was clarified, with board members to make comments after this meeting, and the policy then brought back to the next board meeting.

14.4.4 Crisis Fund: Mary Ann read the description of Policy/Procedures regarding this item. She will share with us a working folder regarding this item so that board members may access it to make comments.

14.5 Revision of State Chairmen/Committee Member job descriptions: This item was tabled.

14.6 Review Betty Rosenberg application: Mary Ann and Diana will compare applications received last biennium to see if the new application appears to work fairly. Discussion was tabled to November.

14.7 State Website Maintenance: Diana reported that there are still things she is updating and changing for the new biennium. She asked that board members let her know if they see anything that needs to be changed or updated.

14.8 Newsletter: Joanne offered to help board members with writing articles for the newsletter. Lynne asked if actions of board meetings would be included, as it is a responsibility of the recording secretary to send those in, and they were not published. She will submit the summary of motions and actions.

Karen asked who would be responsible to write the report from district conferences, as it is listed in president-elect's job description, but the sergeant-at-arms/historian has been doing that. A decision was made to move reporting duties to the sergeant-at-arms/historian job description.

14.9 Evaluation of Northern District Conference: Karen summarized that most scores on the evaluations were at the '4' or '5' level, with negative comments related to food and beverages, and positive comments about the board's presentation. There were also some negative comments about sound, and need for repetition of questions from the floor. Factors for sound will be checked at upcoming conferences, including placement of tables and speakers. Eighty-five members attended.

Joanne will write a thank-you letter to Peralta Council president, Serena Johnson-Rojas. Diana will write a letter to Joanne's chapter, Alpha Alpha, for their hospitality on Friday evening.

14.10 Valley District Conference, November 4-6, Fresno: All board members will be driving to the Valley District Conference. Diana suggests we allow time on Sunday to meet if needed. Karen reported trouble contacting the council regarding the plan for the conference. Mary Ann explained that they now have a price, and will be sending out the registration forms, which she will send to us, although Marlene will complete the form for the board. There will be a speaker and entertainment, with the board having 90 minutes for fraternal education. Karen is working on hotel arrangements.

14.11 Google Items: This item will be addressed as a casual discussion after adjournment.

15. Announcements

Joanne will be traveling to Kansas City for I.T.E. Weekend with Eli Ugarte. All expenses for Eli are now being paid.

Diana thanked board members for accomplishing a lot in moving through the agenda. She asked board members to check out the announcements 15.1 through 15.5.

15.1 October 15 - Regional Mini-Scholarship Deadline

15.2 October 30 - CA District Mini-Grant Deadline

15.3 November 1 - Classroom Grant Deadline

15.4 November 1 - Innovation Grant Deadline

15.5 November 1 - International Office Applications Deadline

16. Other

17. Closing Thought: Kathleen ended the meeting with the quotation, “Good players inspire themselves; great players inspire others.” She asked us to reaffirm our roles as the executive board to inspire others, and reminded us that our founders inspired all of us due to their vision of creating Alpha Delta Kappa.

18. Adjournment: Diana adjourned the meeting at 6:32 P.M.



California Alpha Delta Kappa

Executive Board Meeting Minutes - REVISED/FINAL

Saturday and Sunday, November 5 and 6, 2016
Holiday Inn Express
Clovis, California

1. **Call to Order:** State President Diana Galvan called the meeting to order at 2:57 P.M.
2. **Silent Roll Call:** Lynne Keating asked those present to sign in.

Members Present:

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

3. **Opening Thought:** Kathleen O'Malley shared ideas about true beauty, in a story from Helen Mann, "Shedding the Layers," where two women at a dinner expressed to each other their insecurities and also expressed their appreciation of each other's true beauty and confidence.
4. **Approval of Agenda:** Diana asked for additions, and hearing none, declared the agenda approved as distributed.
5. **Approval of October 7-8, 2016 Executive Board Meeting Minutes:** The minutes were reviewed page by page, and were accepted as distributed. Diana complimented Lynne on the completion of the minutes.
6. **EIN number issue resolved:** Karen Kirby reported that Laura Bourgeois has resolved the issues with the State of California regarding the EIN number. A reminder postcard that was recently received from the State was sent to Laura to take care of. Karen believes the State has not caught up with the resolution yet. Karen will remain as contact person if any other issues arise.

7. **Correspondence:** Joanne requested clarification as to whom she is to send condolences from the State Board. It was stated that a message should be sent to all who have held state level office and higher.

Sent

- October 19, thank-you note to Wisconsin Omicron for donation
- October 19, thank-you note to Sandra Marhl for donation
- October 19, thank-you note to Peralta Council for Northern District Conference
- October 19, thank-you note to Serena Johnson for leadership of Northern District Conference

Joanne will send a thank-you note to Fresno/Clovis Council President Mary Frances Gomez, Xi President, and to Mary Anne Dewes, Fresno/Clovis Council Secretary, for the Valley District Conference.

8. **Treasurer’s Report**

8.1 **Review of Bills:** Board members reviewed reimbursement requests and receipts.

8.2 **Current Budget Status Report:** Marlene reported that some corrections were made to the budget report. She also sent letters to chapter treasurers regarding dues collection. She has received dues from all sustaining members except for eight.

10/31/2016 Bank Accounts

Wells Fargo Bank	WF Checking	\$ 12,669.73
	WF Reserve	46,003.12
	<u>WF Scholarship</u>	<u>16,397.50</u>
	TOTAL Bank Accounts	\$ 75,070.35

Investment Accounts

AAK Foundation	<u>Noel Leonard AAK Foundation</u>	<u>\$ 46,406.99</u>
	TOTAL Investment Accounts	\$ 46,406.99

OVERALL TOTAL \$ 121,477.34

Other Information:

Seed Money Returned	\$ 7,500.00
Convention Balance	1,106.91
Regional Noel Leonard Grants	500.00
Total in AAK Crisis Fund	1,567.00
Delta/Sierra Council Seed Money	916.69

Diana explained that some expenses do not appear on the budget report, as two credit card bills were just received.

8.3 Report of Noel Leonard Grants Awarded: This item was tabled until names of recipients could be reported for inclusion in the minutes..

8.4 Payment of Bills

MOTION: Sara Cooper moved payment of bills that were submitted. Karen Kirby seconded the motion. The motion passed.

9. Membership: Sara Cooper presented the report on membership. She said that there was not too much activity in the past month.

- The Fidelis chapters in Inland Cities Council, Southern District, will vote next Friday, November 11, as to whether to merge.
- A discussion was held regarding Beta Phi, which is staying together socially, however sisters do not want to volunteer for office. Mary Ann has given suggestions about managing the responsibilities, and Sara will follow up, with a goal of having a president and treasurer. Diana suggested sending a note to each member, offering help and ideas. Joanne suggested a meeting with some state board members. Diana suggested that Sara contact Patricia Hambrick to find out when the next meeting is, and then have state board member(s) there to assist. Lynne suggested that it is important to determine if the members are still connected to goals of Alpha Delta Kappa through altruism and/or educational excellence.
- Mary Ann shared how Xi is connecting with more educators. They invited 90 guests to a reception. They have five who are interested in joining. Others shared some of their strategies.

10. Unfinished Business

10.1 Modesto/Turlock Council Dissolution: There has been no decision made by sisters in the dissolved council as to which council they will join. Frances Posthumus said she will bring it up again with the members. Diana will explore attending their next meeting.

10.2 Podcast: Karen reported that some states have sent in membership podcasts to International for posting. This item was tabled until the podcasts could be brought up on the International website.

10.3 Review Betty Rosenberg application: Mary Ann and Diana have not reviewed the application format and completed chapter applications. Diana said that after the revisions made the application simpler, more applications were received, for a total of nine. Mary Ann will post the applications for members to review to see if the criteria and points seem fair. Diana will encourage chapter presidents to keep track of data that must be recorded on the application. Board members should review in terms of consistency and fairness to chapters of all sizes.

10.4 Reminder of December 1 deadline for review of Executive Board Job

Descriptions: Diana reminded board members to review the job descriptions by December 1, as assigned in October and to remember to also look over the recommendations for the state convention reports.

10.5 New Policy and Procedures

10.5.1 Sales at Regional Conferences, Conventions: Discussion and changes occurred during this first draft reading, recorded November 5, 2016. The board first reviewed Section H, Regional Conferences, Chapter Sales. Item 2 was revised, “Applications are available on the state website. Hard copies are available upon request.” Item 4 was also changed, “Chapters must comply with all Alpha Delta Kappa International guidelines regarding sales of products/services in order to maintain non-profit status.” Next, the board reviewed Section J, International Convention, Chapter Sales, and applied the wording that had been developed.

10.5.2 Hospitality Events at Conferences and Conventions: Section H, Regional Conference, Hospitality Suite was reviewed. No further changes were made.

MOTION: Karen Kirby moved approval, and Kathleen O’Malley seconded the motion to approve Policy and Procedure, Section H, Regional Conference, Hospitality. The motion passed.

Board members discussed Section J, International Conference, Hospitality Suite. No further changes were made.

MOTION: Kathleen O’Malley moved approval, and Mary Ann Englehart seconded the motion to approve Policy and Procedures, Section J, International Convention, Hospitality Suite. The motion passed.

The Policies and Procedures will reflect the date of board action as November 5, 2016.

Board members next discussed Section H, Regional Conference, Hospitality Event as a first reading. Item 3 was added, “The state treasurer will collect monies from participants.” Item 4 was revised, “The state president will inform California members attending the regional conference of the event and the cost.” Board members were asked to make any other comments for Mary Ann to review, and the policies will be voted on in January.

Discussion followed of Section J, International Convention, Hospitality Event. The wording as for regional conferences was applied. After further discussion, Item 1 was revised, "If an event is planned, the State President may appoint a Hospitality Committee to coordinate the event."

MOTION: Karen Kirby moved approval, and Sara Cooper seconded the motion to approve the Policy and Procedures for Section J, International Convention, Hospitality Event. The motion passed.

10.5.3 Council Officer Selection and Responsibilities - Second Reading:
Board members began a discussion of council organization.

A break was called at 5:05 P.M. The meeting resumed at 5:22 P.M. Information was now available for Item 8.3.

8.3 Report of Noel Leonard Grants Awarded: Marlene reported the names of sisters who received Noel Leonard Grants.

8.3.1 First-Timers State Convention: Connie Baker, Beta Eta; Anita Brown, Alpha Lambda; Danielle Camou, Phi; Anne Hertwig, Xi; Chris Johnson, Beta Theta.

8.3.2 NW/SW Regional Conference: Rosena Kruley, Beta Alpha; Marlene Cordova, Phi; Anita Brown, Alpha Lambda; Sally Sifuentes, Beta Eta; Harriet Kelly, Gamma Nu.

11.0 New Business: Items 11.3 and 11.4 were addressed at this point in the agenda.

11.3 Liaison Report for November: Diana shared the November Liaison Report. She stated that there is a sample certification letter on the website, and that the format is interactive.

11.4 Newsletter: Diana asked board members to turn in information soon, and to remember the journalistic suggestions given by Joanne.

11.4.1 Journalistic writing suggestions: Joanne prepared a handout on journalistic writing style, which she had reviewed earlier with board members.

At this point, items from Old Business were resumed.

10.5.3 Council Officer Selection and Responsibilities: Discussion continued of "Section A: Organizational Structure, Council Organization - Officers." Procedures included election of officers, with an alternate procedure of

use of a wheel of rotation for the offices, terms of one biennium, and process for determination of use of a wheel of rotation or election.

MOTION: Mary Ann Englehart moved approval and Karen Kirby seconded the motion to approve Policy and Procedures for Section A: Organizational Structure, Council Organization - Officers, as changed, with an action date of November 5, 2016. The motion carried.

Discussion regarding Policy and Procedures for “Section A: Organizational Structure, Councils,” followed.

MOTION: Mary Ann Englehart moved approval and Karen Kirby seconded the motion to approve Policy and Procedures for Section A: Organizational Structure, Councils, as written, with an action date of November 5, 2016. The motion carried.

The meeting recessed at 6:18 P.M., and Diana stated that the meeting would reconvene after 8:30 A.M. breakfast, Sunday, November 6.

The meeting was called to order at 9:10 A.M., Sunday November 6, 2016, by President Diana Galvan,

10.5.4 Crisis Fund: During this second reading, board members discussed Policy and Procedure for Section E: Altruistic Projects, Educators Helping Educators in Crisis. Language was refined or changed in some instances, and scope of the policy was also discussed. For item 2, language was rewritten and discussed, with clarification that “the State Executive Board will identify the event as a crisis and determine the details of how the funds should be disbursed to California educators.”

MOTION: Mary Ann Englehart moved approval and Karen Kirby seconded the motion to approve Policy and Procedures for Section E: Altruistic Projects, Educators Helping Educators in Crisis, as written, with an action date of November 6, 2016. The motion carried, with eight “Yes” votes and one abstention.

Diana directed Lynne to send the full text of the crisis fund policy and procedures for inclusion in the next newsletter.

10.5.5 Approval of digitized Policies and Procedures: Board members discussed the work by Diana Galvan and Susan Raffo, as they digitized Policies and Procedures, with the goals of correcting any “glaring errors,” but not changing any intent, and whether the board could then approve the entire document. Mary Ann stated that when she and Mollie Acosta

reviewed the work, they felt there were some changes that did create changes in meaning, and she felt the board should continue to review item by item. Diana asked which items needed specific review, and stated that the entire document needs to be posted on the protected area of the website. Mary Ann will complete this task, and will work with Mollie to identify areas. She also stated that the remaining areas are less complicated than Sections A through C, which the board has completed. Mary Ann will give board members a list of specific items on Google docs, with old and new versions. Diana stated that the goal will be to review one more section at the next board meeting, and to have the entire document reviewed by the end of the biennium or sooner.

11.0 New Business

11.1 Funding expenses for Housing ITE Student: Joanne reported that when she and Sarah Armstrong first began planning to attend ITE Weekend, they were told that expenses for the sponsors would be covered as chaperones if traveling with the student, and later were given conflicting information, including a statement from International that the State should pay the airfare. Joanne asked if the board wants to make a contribution to the expenses. There is no Policy and Procedures regarding the ITE students. Joanne suggests that the State not make a contribution, but rather write to International. Review of communication revealed that there were no clear directions from International regarding the issues, although they do require the attendance of state sponsors if the student attends the ITE Weekend. Diana will send a letter to International, and report to the board at the January board meeting. Joanne will also share the events of the ITE Weekend. Mary Ann also looked for more information from International on the responsibilities of sponsors, and will try to find an email that was sent from International at the end of her biennium, when an ITE student for California was identified.

11.2 Contributions to hurricane devastated states: Board members agreed to make a donation through the Foundation to sisters affected by the hurricanes. Lynne suggested that since the Educators Helping Educators fund is for California, that the board approve use of the third of funds in the State Convention balance. There was a discussion as to which states were most impacted, and Mary Ann checked the International website and found that Louisiana and North Carolina were identified.

MOTION: Lynne Keating moved and Mary Ann Englehart seconded the motion to donate \$175 each to the states of Louisiana and North Carolina for disaster relief for Alpha Delta Kappa sisters, with funds to be deposited in the Alpha Delta Kappa Foundation.

Further discussion about details followed.

The motion passed.

Items 11.3 and 11.4 were previously addressed.

- 11.5 Evaluations of Valley District Conference:** Karen reported that all comments regarding the conference were positive, with seven of seventeen evaluations containing “5’s,” the highest rating. Diana directed Joanne to send on the evaluations to Mary Frances Gomez, Fresno Council president, as well as a thank-you to Mollie Acosta and Ted Miller for hosting dinner on Friday, November 4th.
- 11.6 Marina District Conference - January 20-22, 2017, Thousand Oaks:** Diana hopes to have some time at this conference for sisters to talk in groups. Karen expressed appreciation for Joanne using personal information about those asking the questions during the skit/questions/answers. Karen said she is working on travel arrangements. Some board members will need transportation from Burbank airport to the hotel.
- 11.7 Google Questions:** Marlene has not used Google yet. Mary Ann said she will assist her.

12. Announcements

- 12.1 Website updates:** Diana reported that she is almost done with updates. She will dedicate a page to Excellence in Education. She asked board members to let her know when they see things that need to be deleted, because they have already passed, etc.

13. Other

- 13.1 Sympathy card to Sue Pelchat:** Joanne will send a sympathy card.
- 13.2 Discussion of council names:** Fresno/Clovis and Bakersfield/Delano council names were discussed, since there are no longer chapters in either Clovis or Delano.

MOTION: Mary Ann Englehart moved, and Kathleen O’Malley seconded a motion to change the name of Fresno/Clovis Council to Fresno Council, and Bakersfield/Delano Council to Bakersfield Council. The motion passed.

Diana reminded Karen to make changes in the Presidents’ Council Handbook. Diana will send letters to the council presidents notifying them of the change.

14. **Closing Thought:** Kathleen shared “Embracing the Ebb,” by Sarah Ban Breathnach, in *Simple Abundance: A Daybook of Comfort and Joy*. She related the story of a queen who fell into a deep melancholy at the ebb of the seasons, and who was unable to find joy or relief from her advisors. She finally gained helpful advice from the royal gardener who reminded her that souls have ebbs and flows as do the seasons, and that she should embrace the ebb/darkness, for the light would always return. “This too, shall pass.”
15. **Adjournment:** The meeting was adjourned at 10:40 A.M.



California Alpha Delta Kappa Executive Board Meeting Minutes - FINAL

Saturday, January 21, 2017
Hyatt Regency Westlake
Westlake Village, California

1. Call to Order: State President Diana Galvan called the meeting to order at 1:45 P.M. She thanked the board members, and especially Joanne Grimm, for an excellent morning at the Marina Conference.

2. Silent Roll Call: Lynne Keating asked those present to sign in.

Members Present:

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

3. Opening Thought: Kathleen O'Malley asked how many board members made New Year's resolutions, and how many "fell off the wagon" already. She asked those present to consider that when a resolution fails, to consider being an optimist about the action, that taking a step backward after a step forward is not failure, but more like a cha-cha.

4. Approval of Agenda: Diana asked for changes or any questions regarding the agenda. Karen asked to add "Projector Rental" to the agenda. The rental was added to item 10.8. After this addition, the agenda was declared approved without objection.

5. Approval of November 5-6, 2016 Executive Board Minutes: The minutes were reviewed page by page. For item 8.3.1 and 8.3.2, the two groups of recipients of Noel Leonard grants were listed with the wrong events (State Convention and Northwest/Southwest Regional Conference), so this was corrected. After no other corrections and hearing no objections, Diana declared the minutes approved as corrected.

6. Correspondence

- A thank-you was received from Beta Eta member Sally Sifuentes for the Noel Leonard grant for Northwest/Southwest Conference.
- Laura Bourgeois sent a thank-you from the Alpha Delta Kappa Foundation for two donations from California Alpha Delta Kappa to Louisiana and North Carolina for hurricane damage.
- A thank-you note was sent to Fresno Council president Mary Frances Gomez for leadership of the Valley Conference.
- A thank-you note was sent to Mollie Acosta for hosting the board at a dinner on November 4.
- A sympathy card was sent on October 19 to Susan Pelchat on the loss of her mother.

Treasurer's Report

7.1 Review of Bills: Members reviewed reimbursement forms submitted by board members.

7.2 Current Budget Status Report: Marlene Cordova reported that \$50.00 has been donated so far for the state project, "Break the Barriers." Forty chapters have paid dues. A mistake in miscellaneous income regarding a credit card error was rectified. She also reported that \$675.00 has been collected for I.T.E. student Elie Ugarte, to replace her computer and to help with costs for sponsors to attend the I.T.E. weekend. There was discussion about getting information out to chapters about the state altruistic project.

January 17, 2017

Bank Accounts

Wells Fargo Bank	WF Checking	\$ 24,380.80
	WF Reserve	46,007.74
	<u>WF Scholarship</u>	<u>14,398.28</u>
	Total Bank Accounts	\$ 84,786.82

Investment Accounts

AΔK Foundation	<u>Noel Leonard AΔK Foundation</u>	<u>\$ 46,096.34</u>
	Total Investment Accounts	\$ 46,096.34

Overall Total \$130,883.16

Other Important Information:

Noel Leonard Leadership Grants	\$ 500.00
Total in AΔK Crisis Fund	\$ 1,587.00
Mini Scholarships	\$ 2,000.00

7.2.1 Category used for Louisiana and North Carolina donations: Marlene will determine where the hurricane relief altruistic gift was entered in the budget, and then move it to “Altruistic Expenses - Gifts.”

7.3 Payment of Bills: This item was deferred until the review was completed.

8. Membership

8.1 Dissolution of Fidelis Delta, Inland Cities Council, Southern District: Sara explained the Fidelis Delta was dissolved in November, 2016. The ladies will still meet as friends. Six members became sustaining members, one joined Alpha Pi, and four resigned. She talked to the members about retaining/securing various records and scrapbooks.

8.2 November, 2016 International Executive Board Action approved Constitutional change allowing eligible retired educators to be invited for membership: The inclusion of retired educators and guidelines governing their recruitment were discussed.

8.2.1 Revised H-103 Application for Membership Rev-17: Retired educators will use the same application as active members, but an additional section was added to the application for the retired educator to complete.

8.3 New Membership Campaign January 1 - April 15: As part of the Membership Action Plan, Sara will communicate monthly with membership chairmen, encouraging membership efforts. Diana asked her to remind chapters to do the H-103 and the report of initiation by April 15 for the contest. Sara submitted the California state membership report to International by December 31, 2016. Discussion followed on how to work with struggling chapters, regarding whether a chapter might retire or revitalize, and how to revitalize. Diana asked Sara to produce a list of revitalization ideas for the newsletter.

9.0 Unfinished Business

9.1 Modesto/Turlock Council Dissolution: The council cannot dissolve until Beta Phi makes a decision as to whether to join Fresno or Delta council. Diana will contact the chapter. Chi chapter disbanded, but two members need to decide what chapter to join in either Fresno or Bakersfield councils. Mary Ann spoke with the members, but does not have a decision. Gamma chapter extended an invitation to one member who lives in Fresno, but did not receive a reply. Wendy Terrazas joined Lambda.

9.2 Report on I.T.E. Weekend: Joanne reported that she and Sara Armstrong, Alpha Alpha, accompanied Elie Ugarte to the weekend activities. Mollie Acosta, Xi, also attended. The weekend was pleasant, members met many sisters, participated in a tour, and enjoyed dinner.

9.2.1 Funding expenses for I.T.E. Student Sponsors: During discussion on the funding of expenses for sponsors of I.T.E. students, Mary Ann explained there was conflicting information in materials received from International as to what expenses International would fund. Diana talked to Southwest International Vice President Ann Marie Brown regarding the concern that the information needs to be more specific. A problem with supporting expenses is that notification of an ITE student responsibility is not made until after budget approval at state convention. There was discussion about including a budget item for possible future expenses. Further discussion included funding for the students and expectations for attendance; whether there is a need to pursue more clarification on the funding; possible pursuit of a resolution for cessation of the I.T.E, weekend and instead attaching the activities to International Convention.

MOTION: Mary Ann Englehart moved that a separate line item for expenses related to an I.T.E. student placed in California be established. The motion was seconded by Sara Cooper.

During discussion, Diana explained about the budget process, especially if declining membership puts constraints on funds.

The motion passed.

Further discussion followed regarding use of funds donated by chapters to compensate Alpha Alpha members who purchased a computer when Elie's was stolen, and for travel costs for sponsors. Joanne explained that Alpha Alpha members donated personally to purchase a new laptop. There may be more expenses coming up in relation to International Convention. The next item was addressed while a motion was developed.

9.3 Review Betty Rosenberg application: Diana reviewed the statistics and points received by chapters who submitted applications. The items related to attendance at council meetings and state conventions appeared to skew points, especially since council meeting attendance is defined as being designed for chapter presidents, immediate past presidents, and presidents-elect or vice presidents, but some chapters are sending more members. It was decided to limit the points to three people per meeting per chapter maximum, with three points awarded for each person attending. State convention attendance was revised to receiving points for ten members maximum, at eight points per attendee. International conventions and regional conferences were revised to receiving points for five

members maximum at eight points per attendee. The form will be reformatted to reflect these revisions.

At this point, the motion for item 9.2.1 was presented.

MOTION: Mary Krause moved that Sara Armstrong be reimbursed for her flight from Niagara Falls to Kansas City for the 2016 I.T.E. Conference, and Joanne Grimm be reimbursed for her round trip flight from Oakland to Kansas City for the 2016 I.T.E. Conference, pending submission of receipts from each of the ladies. This pertains to their sponsoring of an I.T.E. student in the state of California. The motion was seconded by Karen Kirby. The motion passed.

Diana directed Marlene to write checks to the sponsors, after receiving their documentation.

- 9.4 Review of Executive Board Job Descriptions and Recommendations from State Convention Reports:** Diana reminded board members of the multiple steps of the process of revising and editing the job descriptions, including the latest work that including formatting for consistency and use of the style sheet. Areas were then reviewed and discussed.

In the job description for state president, item 13, the number of newsletters was set at eight per biennium in the new document. Item 18.c was revised to read, “Appoint a balloting committee chairman for the state convention when the current sergeant-at-arms is running for another office.”

Items regarding sustaining members were clarified and revised in the job descriptions of vice president for membership and treasurer.

The requirement for retention of records was added to the job description for treasurer.

In the job description for chaplain, the suggested timeline for activities was kept with the duties as a resource.

The review of the remainder of the job descriptions was deferred to March, 2017. Diana declared the job descriptions of president, vice president for membership, treasurer and chaplain updated by consensus. She thanked the committee of Mary Ann and Lynne, who worked with her.

9.5 New Policy and Procedures

- 9.5.1 Sales at Regional Conferences, Conventions - Second Reading:** Section H, Regional Conference, Chapter Sales, was reviewed.

MOTION: Lynne Keating moved approval of the policy and procedures for Section H, Regional Conference, Chapter Sales. Mary Ann Englehart seconded the motion. The motion passed, with an action date of January 21, 2017.

- 9.5.2 Hospitality Events at Conferences and Conventions - Second Reading:** Section H, Regional Conference, Hospitality Event was reviewed.

MOTION: Karen Kirby moved, and Mary Ann Englehart seconded approval of policy and procedures for Section H, Regional Conference, Hospitality Event. The motion passed, with an action date of January 21, 2017.

- 9.5.1 (Returned to this item) Sales at Regional Conferences, Conventions - Second Reading:** Section J, International Convention, Chapter Sales, was reviewed.

MOTION: Karen Kirby moved, and Sara Cooper seconded approval of policy and procedures for Section J, International Convention, Chapter Sales. The motion passed, with an action date of January 21, 2017.

- 9.5.3 Council Officer Selection and Responsibilities - Second Reading:** The policy and procedures related to officers was previously approved, as was Section A, Councils.

- 9.5.4 Progress on approval of digitized Policies and Procedures, Section D:** Mary Ann shared information as a second reading related to Section D, Scholarships, Grants and Awards.

In section D for the Eleanor Bendell State Scholarship, “a worthy project” was added at the end of the last sentence in the policy statement. Under Procedures, item 1, March was changed to January at one point, but should be corrected to March. In item 3 the language was changed to match Section C, Finance/Expenses.

In section D, Eleanor Bendell State Scholarship, Account Status, in Procedures, item 1, the month was changed to March. Procedure 3 was deleted. The original language regarding monies expended was reinstated.

In section D, Eleanor Bendell State Scholarship, Application Procedure, procedure 1 was written, “Publicize as soon as the amount is determined by the board.” Item 2 was written, “All documents will be reviewed before

published.” Item 3 states, “Print by request.” In item 4 the deadline was changed to “two months prior to convention.” Item 6 states, “Using a rubric, reach consensus from policy. In item 7, it was added to “recuse if candidate is a member of her chapter or a personal friend.”

In section D, District Mini Scholarship, in the policy statement, it was stated that the scholarships may be awarded, and that if no application is awarded in a district, the scholarship will be awarded to the next highest scoring application, no matter what district.

In section D, Betty Rosenberg Golden Chapter Award, the language was deleted in procedure 5.d. Item 5.3 was also removed, “consideration of pearls earned.” Item 8 was moved to be item 6, regarding acknowledging the receipt of applications.

Section D, Membership Awards, includes a cross-reference for membership awards for chapters given at state convention.

MOTION: Sara Cooper moved, and Kathleen O’Malley seconded the motion to approve the Section D policies and procedures that were reviewed in regards to the Eleanor Bendell State Scholarship, District Mini Scholarship, Betty Rosenberg Golden Chapter Award, and Membership Awards. The motion passed, with an action date of January 21, 2017.

As a first reading in section D, Perpetual Chapter Membership Award, this policy and procedures was written, but had not been approved. Procedure 4.a reads in part, “highest percentage of net growth.” Procedure 4.b reads, “retaining membership in the chapter.” Procedure 5 reads, “based on information as of March 1 of convention year,” and “New members must be initiated by that date and paperwork submitted by March 15.” Additional information was added, “H133 submitted by March 15.” Procedure 4.e was removed.

MOTION: Sara Cooper moved, and Karen Kirby seconded the motion to approve the first reading of Section D, Perpetual Chapter Membership Award. The motion passed.

Section D, Noel Leonard Leadership Grants, State Convention, was reviewed. The grant was added as a cross-reference from Finance Policy and Procedures. The procedures in Section D did not match those in Finance, so they were replaced for consistency.

For Section D, Noel Leonard Leadership Grants, Southwest Regional Conference, the same changes were made as for state convention.

For Section D, Excellence in Education Award, the cross-reference from Finance was added, and the language was matched.

MOTION: Kathleen O'Malley moved, and Mary Ann Englehart seconded the motion to approve the policy and procedures related to Noel Leonard Leadership Grants and Excellence in Education Award. The motion passed, with an action date of January 21, 2017.

9.5.5 Post Policies and Procedures on website: Mary Ann posted Sections A-C in the "Board Resources" area on the website.

10. New Business

10.1 District Mini Scholarships: Marlene sent checks to recipients. Valley and Southern Districts had no applicants. Winners were: Karen Kirby, Gamma Mu; Teresa Heitmiller Olea, Beta Eta; Tracy Bowen, Beta Theta; and Linda Guitron, Beta Xi.

10.2 Liaison Report for January: Diana shared the report, which she had emailed previously. Karen asked that an updated copy be sent to board members when revisions are made.

10.3 The Longest Day: Mary Ann reported that one check was received late from a chapter, and that the check cannot be included with last year's campaign. International is participating in the event again. They are asking that states participate, choose a leader to communicate with chapters and forward money to the Alzheimer's Association. Diana will review the details. Mary Ann will check on the amount raised last year, and report it to state altruistic reports chairman, Hilary White.

10.4 Newsletter: Lynne asked that information be included for chapters about the website for "Break the Barriers."

10.5 Website updates: Diana is updating on an ongoing basis. She will add any information that officers send to her for inclusion in their areas.

10.6 Planning for International Convention: Sparkly lanyards were discussed as a state sales possibility, along with remaining shirts. Diana reminded everyone to make their own registrations and hotel reservations.

10.6.1 Reception for I.V.P.: It is protocol that the new Southwest I.V.P receive a charm for her charm bracelet and greetings. The current I.V.P. gives the bracelet and charm. Each state president gives the new I.V.P. a charm representing her state. Usually there is a room for a short reception with all the states in the region,

with no refreshments, or the presentation is made at the Regional luncheon. This year there is no space and the regional luncheons are taking place before the election. I.V.P. Ann Marie Brown asked if we are willing to host a celebration. Diana suggested that Friday might work. Ideas were discussed, considering the size of the group that might attend, and the fact that the state will not have a suite.

10.7 Program for 2017-2018 district conferences: Karen asked board members to send her ideas for next year's programs.

10.8 Evaluation of Marina District Conference: Karen read some comments from the evaluation forms. The comments were positive. An unexpected expense was the necessity to rent a projector for \$200.00.

MOTION: Karen Kirby moved approval of reimbursement for the rental of a projector for the Marina District Conference in the amount of \$200.00. Sara Cooper seconded the motion. The motion passed.

The charge for the projector will be on Barbara Murray's invoice from the hotel, so she will get the reimbursement after submitting a receipt.

At this point, the motion was presented for payment of bills.

7.3 Payment of Bills

MOTION: Kathleen O'Malley moved that the bills be paid. The motion was seconded by Mary Ann Englehart. The motion passed.

10.9 Southern District Conference - March 10-12, 2017, San Diego: The conference will be held in San Diego, Shelter Island, at the Bay Club. There will be a Friday dinner at the hotel. Karen has reserved rooms. Mary will be unable to attend.

10.10 Google Questions: Diana asked that board members contact each other via email with questions or needs for assistance.

11. Other: Diana stated that she will need a committee to also review the job descriptions of the state committee chairmen. She directed Joanne to send a thank-you note to Barbara Murray for hosting the board at dinner and for leading the conference.

12. Announcements: There were no announcements.

13. Closing Thought: Kathleen shared thoughts from "The Optimist Creed," by Christina Larson, including the challenge to "promise yourself" to: be strong, keep peace of mind, make friends feel special, look at the sunny side, expect the best, forget past mistakes, be cheerful, improve yourself, and "be too happy to permit the presence of trouble."

14. Adjournment: The meeting was adjourned at 6:15 P.M.



California Alpha Delta Kappa
Executive Board Meeting Minutes - FINAL

Friday and Saturday, March 10 and 11, 2017
The Bay Club Hotel
San Diego, California

- 1. Call to Order:** State President Diana Galvan called the meeting to order at 4:00 P.M. on Friday, March 10, 2017, following a review of the Southern District Conference agenda, which was presented by Karen Kirby.
- 2. Silent Roll Call:** Lynne Keating asked those present to sign in.

Members Present:

Diana Galvan	President
Mary Ann Englehart	Immediate Past President
Karen Kirby	President-Elect
Sara Cooper	Vice President, Membership
Marlene Cordova	Treasurer
Lynne Keating	Recording Secretary
Joanne Grimm	Corresponding Secretary
Kathleen O'Malley	Chaplain

Historian/Sergeant-at-Arms Mary Krause was unable to attend.

- 3. Opening Thought:** Kathleen O'Malley presented the following thought, "Five frogs are sitting on a log. Four decide to jump off. How many are left? There are still five - because there's a difference between deciding and doing." She reminded us that Alpha Delta Kappa members are "doers," who will take action.
- 4. Approval of Agenda:** Item 9.6 was revised to "Review of digitized Policy and Procedures Sections E-F." Hearing no other changes or any objections, Diana declared the agenda approved as revised.
- 5. Approval of January 21, 2017 Executive Board Minutes:** Review of the minutes was tabled to Saturday.

6. Correspondence: Joanne Grimm presented correspondence that was received and sent.

- A thank-you note was sent to Barbara Murray for leadership of the Marina District Conference and for hosting the executive board at dinner.
- Diana shared correspondence from Louisiana State Corresponding Secretary Debbie Bodoïn, as thanks on behalf of the state for the donation of funds to disaster relief.
- Diana shared a letter of invitation from Orange Coast Council’s president, Carol Valcarcel, requesting that they host the State Convention in 2018. The letter mentioned that the council will host with pride and pleasure, and that they are eager to provide support.
- Karen Kirby, Gamma Mu, sent a letter of thanks for the award of a district mini-scholarship on behalf of Amanda Geiser, theater teacher at Sunny Hills High School.
- Another thank-you for a district mini-scholarship was received from Teresa Heitmiller Olea, Beta.
- Tracy Bowen of Beta Theta also sent a thank-you for her district mini-scholarship.

Joanne reported that she has prepared lists by liaison of invalid emails for members, and asked that board members check with their council members to find out the proper email addresses. Chapter presidents are now able to modify information for their chapter members on the International website, but will need to be reminded to still forward that information to the state. A discussion of the importance of linking International and state databases followed. Diana will bring up the topic at International Convention, but will also communicate ahead of time about this concern.

7. Treasurer’s Report

7.1 Review of Bills: This item was tabled to Saturday.

7.2 Current Budget Status Report: Marlene Cordova reported that Marina District sent a check for Break the Barriers and the crisis fund after their conference. Five chapters have sent in a total of \$525.00 for Break the Barriers. There is a total of \$815.00 in the fund for I.T.E.

7.3 Current Budget Status Report: Marlene explained that \$400.00 is still owed for late dues from individual members. Also due are state dues for two reinstated members.

3/1/2017

Bank Accounts

Wells Fargo Bank	WF Checking	\$ 25,454.56
	WF Reserve	46,012.20
	<u>WF Scholarship</u>	<u>14,398.98</u>

	TOTAL Bank Accounts	\$ 85,865.74
<u>Investment Accounts</u>		
AΔK Foundation	<u>Noel Leonard AΔK Foundation</u>	<u>\$ 46,096.34</u>
	TOTAL Investment Accounts	\$ 46,096.34
	OVERALL TOTAL	\$ 131,962.08

Other Important Information:

Noel Leonard Leadership Grants	\$ 500.00
Total in AΔK Crisis Fund	\$ 1,587.00 (plus \$170.00 when updated)
Mini-Scholarships	\$ 2,000.00 (distributed and already withdrawn from Scholarship fund)

Marlene reported that there is a \$2,500.00 shortfall for dues. Initiation of new members in April will need to be watched. All chapter dues have been received.

There was discussion about the need for acknowledgement of donations that are made by chapters. Marlene will write notes to chapters in thanks for their contributions. She also sent notes to chapters when their state dues were received. Joanne mentioned that Elie Ugarte is writing thank-you notes for donations she has received for I.T.E.

Since no receipts or request for reimbursement for I.T.E. travel have been received from Sara Armstrong or Joanne Grimm, Diana will send a letter as an official offer for reimbursement of those expenses.

Marlene explained that a check was sent directly to Barbara Murray for the cost of rental of a projector for Marina District Conference, since Barbara sent in a copy of her receipt.

The Bay Landing Hotel bill for Northern District Conference was not received until late, so the expenses will be entered late. Travel expenses are still within the amount expected.

Contribution to the state altruistic project for this year was discussed. There is \$625.00 currently in the account.

MOTION: Mary Ann Englehart moved that a donation in the amount of \$500.00 be sent to Break the Barriers. Sara Cooper seconded the motion. The motion passed.

- 7.3 Development of Budget for 2018-2020:** A proposed state budget for 2018-2020 will need to be developed for inclusion in the state convention packet by January, 2018. Marlene will solicit a member from each district to serve on the budget committee. Karen will also serve on the committee. Marlene will bring the

proposed budget to the October 2017 board meeting. After discussion and possible revisions, the board will revisit the proposed budget at the November 2017 board meeting, so that the final proposed budget for 2018-2020 can be prepared by December 1, 2017.

7.4 Payment of Bills: This item was tabled until Saturday.

8. Membership

8.1 Definition of Retired Eligible Educator: Discussion about criteria and descriptions for membership of retired educators were discussed. Some ideas that were shared included: same rules as for initiation of active teacher apply, except the potential member may now be retired; International's focus is whether the potential member will have access to working teachers, in order to promote growth of AΔK; availability of descriptions in the Kappan; and the meaning of "active in education" descriptor.

8.2 Disbanding of Kappa Chapter, San Francisco: An email was sent to Diana by Susan Scurich, chapter treasurer, regarding the disbanding of Kappa. She reported that the chapter president is ill. The chapter has a membership of thirteen. Susan received the packet for disbanding the chapter from International. Board members talked about procedures for disbanding, ensuring that members receive communication and participate in decision making, and support by the board for possible actions. Diana will keep trying to reach Susan Scurich about the process.

After further discussion, it was decided that liaisons should offer support. Mary Ann will communicate with Chi chapter to follow up with them. Marlene will offer support to Susan Scurich. Diana will email a copy of the disbanding packet to executive board members so they can be familiar with the paperwork. Sara is following up with Fidelis Delta.

9. Unfinished Business

9.1 Modesto/Turlock Council Dissolution: The dissolution of the council is complete. Beta Phi will join Fresno Council. Mary Ann asked whether the Fresno Council name would be changed to include Modesto, but no change is planned. Mary Ann will follow up on communication with Beta Phi regarding the upcoming council meetings. Diana will send a letter to Mary Frances Gomez, Fresno Council president and Frances Posthumus, former president of Modesto/Turlock Council, informing them of the dissolution of the council and the inclusion of Beta Phi in Fresno Council.

9.2 Funding expenses for I.T.E. Student Sponsors: This item was already addressed.

9.3 International Convention: Sara Cooper requested reimbursement for flight costs now as her identity was stolen and bank accounts compromised. The reimbursement is allowable.

9.3.1 Reception for new SW I.V.P. at International Convention: Diana believes that it will be possible to hold a regional reception in the main meeting room of the convention hall. She asked for opinions on holding a California event, too, as a social following the election and the regional reception. Diana will send an email request asking for members who are willing to help organize the event.

9.3.2 Sales of shirts, lanyards? No information has been received yet as to the fee for sales tables. Remaining shirts will be sold. Board members were in favor of ordering lanyards to sell. More discussion will follow on Saturday.

The meeting was adjourned at 5:43 P.M.

Diana Galvan reconvened the meeting at 1:30 P.M. on Saturday, March 11, 2017. She thanked the board members and especially Joanne for a successful conference.

9.3.2 Sales of shirts, lanyards? It was decided that more research into the wholesale cost of lanyards was needed. Kathleen volunteered to do the research as soon as possible. The goal will be to charge \$5.00 per lanyard, and to maximize profit. Karen will also bring pins to sell at International Convention.

MOTION: Mary Ann Englehart moved that the state executive board sell lanyards at the International Convention and other events. The board authorizes the purchase of 250 lanyards at a cost not to exceed \$1,000.00. Kathleen O'Malley seconded the motion. The motion passed.

5. Approval of January 21, 2017 Executive Board Minutes: The minutes were approved as submitted.

9.4 Review of Executive Board Job Descriptions and Recommendations from State Convention Reports

For the job description of state corresponding secretary, wording on number 3 was changed to "Print and mail a hard copy of the president's newsletter to those members requesting it."

On the job description for state historian, wording will read, "Write articles for the state newsletter as directed by the state president." Reference to the official

state banner was deleted. Number 7 was deleted. Wording for number 8 will read, “Contact and remind chapter historians and presidents to bring chapter history book to the state convention.”

For the job description of state sergeant-at-arms, reference to the separate door was deleted. Reference to carrels was also deleted. Diana will check the Policy and Procedures for procedures related to delegates for sustaining members. The procedure for destruction of ballots was written, “Maintain ballots for 48 hours after the election before destroying them.” Duty was added for April, “Remind chapter presidents to bring banner and historian to bring archives to state convention.”

For the state recording secretary job description, number 2.a, wording was changed to, “Two months prior to the state convention ...” Number 3.b wording was changed to “recording devices.” Number 3 was deleted. Correct formatting will be implemented. Number vii was written, “Provide a copy of the approved minutes for state convention archives.”

The job description for state president-elect was reviewed. Number 4 was revised to include items directly related to assisting councils in district conference planning. Number 5 was added, “Work with the state executive board to prepare for the conference.” Formatting will be corrected.

The job description for state immediate past president was reviewed.

MOTION: Mary Ann Englehart moved and Kathleen O’Malley seconded the motion that the board accept the revised job descriptions. The motion passed.

9.5 New Policy and Procedures

9.5.1 Section D, Perpetual Chapter Membership Award - Second Reading

MOTION: Karen Kirby moved and Sara Cooper seconded the motion to accept Section D, Perpetual Chapter Membership Award, as revised, with an action date of March 11, 2017. The motion passed.

9.6 Review of digitized Policy and Procedures Sections E-F: This item was tabled.

10. New Business

10.1 Eleanor Bendell State Scholarship Amount: The amount of the last scholarship awarded was \$2,500.00.

MOTION: Mary Ann Englehart moved, and Kathleen O'Malley seconded the motion to approve \$3,000.00 as the award amount for the Eleanor Bendell State Scholarship. The motion passed.

- 10.2 State Altruistic Project Rubric/Definition:** The board discussed the application process for selection of a state altruistic project, concerns about how to make the decisions as to which projects to bring forward for balloting. Revisions were developed for the rubric in regards to rating how well the project met the criteria in the state altruistic project description. Mary Ann and Diana will work on incorporating the revisions and will forward the documents to the state altruistic project chairman.
- 10.3 Excellence in Education:** State Excellence in Education Chairman Andrea Street will write an article for the president's newsletter about the award and application process.
- 10.4 Historian's Book Progress Report:** Mary sent a report, explaining that she has established a Snapfish website and has published photos to it. Directions for chapter historians regarding Snapfish are posted on the state website.
- 10.5 Liaison Report for March:** Diana shared that liaison reports from Golden Gate Inland Cities and Sierra councils were received. She reminded board members of the procedures for creating a report using Google docs, to make a copy from the blank, go to "File," make a copy, and then save with a new name.

Diana reported that Sierra Council met in Yuba City. They talked about concerns regarding selection of state altruistic project. They are talking with Delta Council about the location for the next district conference, which needs to be completed soon.

Marlene reported on the Golden Gate Council meeting, which included review of the new allowance for retired members, and information about International Convention, I.T.E., and Alaska cruise for regional conference.

Sara reported that Inland Cities Council addressed invalid emails. She had a concern that the liaisons may not have known about the survey sent by International to chapter presidents, regarding new members. She also shared information about the book club event that California World Understanding Chairman Grete Lima organized, using the book *Mountains Beyond Mountains* for world understanding. Diana mentioned that the board might consider a book club.

Councils will be directed to schedule meetings on dates other than district conference dates.

Diana will send out the revised Policy and Procedures regarding council organization and structure, including the state liaison responsibility. More discussion followed about council meetings. There was discussion about the pros and cons of holding a meeting directly after a district meeting, since it may be difficult for the liaison to attend as a state board meeting is also held. Diana will explore the possibility of holding a state board meeting online, and commit to trying it this summer, tentatively on June 28 at 2:00 P.M., not as a business meeting at this time, but rather to just see if it will work.

Karen next shared that the two chapters in Channel Islands Council are having difficulty. There were only three members at the council meeting, and they have very little funds as seed money when it is necessary for them to host a conference. It was explained that they can borrow seed money from the state, but there are still issues as the area is very expensive, and there are few members to help out. Discussion on provision of support and communication, as well as membership, followed.

10.6 Changes Announced by Ruth Ann Griggs: The April *Kappan* contained an article detailing changes in some programs.

10.6.1 Pearls: There were some drastic changes in the Pearls program. Diana stated that concerns about these changes should be brought up at International Convention and with the region. Karen indicated that the distance for members attending State, Regional and International events is quite prohibitive and it was discussed that there should be another pearl available to make 7 pearls attainable for the larger states.

10.6.2 Distinguished Program Award: There were no changes to this program.

10.6.3 Chapter Needs Assessment: There were no changes to this program. Sara mentioned that the new due date of August makes more sense than waiting until October.

10.7 The Longest Day: California's team for the Alzheimer Association's "Longest Day" campaign will be called "California Cares." Diana has set up the team on the website. She will send out details to chapters.

10.8 Site Selected for California State Convention 2018: Diana announced that the Santa Ana Doubletree Hotel will be the site for the next state convention, to be held May 4-6, 2018. Diana directed Joanne to send a note of thanks and acceptance of invitation to Carol Valcarcel, president of Orange Coast Council.

MOTION: Mary Ann Englehart moved that for the State Convention 2018, the location of Santa Ana Doubletree Hotel, dates of May 4-6, 2018, and Orange Coast Council as hosts be approved. The motion was seconded by Sara Cooper. The motion passed.

10.8.1 Request for Convention Seed Money: A deposit of \$500.00 has been paid to the Doubletree Hotel. There is a need for \$7,000.00 for the rest of the deposit by March 15, so Diana requested a check to be given to the hotel. Mary Ann checked on the procedure for the seed money, and this item was tabled until later in the meeting.

10.9 Newsletter: Diana wants articles for the newsletter sent to her by April 15.

10.10 Website updates: Any updates for the website should be sent to Diana.

10.11 Program ideas for 2017-2018 district conferences: Karen will be developing the programs and asked for ideas to be shared with her. Some ideas were brainstormed, including: involvement of Miss Poppy; incorporate questions or issues that chapters submit ahead of the conference; do something different than Miss Poppy and question/answer; show a video about altruistic projects that chapters are doing; proper way to conduct a meeting; a skit perhaps utilizing Miss Poppy; role play; address issues such as always doing the same things within the chapter; encourage people to run for office; use a game show format with prizes.

10.12 Evaluation of Southern District Conference: Karen reported on the evaluations. Sixteen evaluations had all "5's" for scores. The evaluations were positive, with a few concerns regarding the buffet line and running out of food and about the fraternal education segment being too long. Some positive aspects mentioned were technology demonstration, good information, and "Miss Poppy."

10.12.1 Thank you to San Diego Council, Alice Bullard: Diana directed Joanne to send a thank-you note to San Diego Council and its president, Alice Bullard.

10.8.1 Request for Convention Seed Money: Mary Ann reported that a written request from the convention chairman needs to be received, and then the \$7,500.00 seed money can be released. Diana will provide the written request.

MOTION: Mary Ann Englehart moved that upon request from the state convention chairman for release of \$7,500.00 in seed money for the 2018 state convention, that the funds be released. The motion was seconded by Karen Kirby. The motion passed.

7.4 Payment of Bills

MOTION: Mary Ann Englehart moved that the bills be paid. Kathleen O'Malley seconded the motion. The motion passed.

- 11. Other:** Diana mentioned that the Policy and Procedures item will need to be addressed at a future meeting.
- 12. Announcements**
 - 12.1 Northern District Conference, October 7, 2017:** Diana confirmed the date for the Northern District Conference.
- 13. Closing Thought:** Kathleen provided the following thought for this last meeting of the first year of the biennium, "Year's end is neither an end nor a beginning but a going on, with all the wisdom that experience can instill in us." (Hal Borland)
- 14. Adjournment:** Diana adjourned the meeting at 6:15 P.M.



California Alpha Delta Kappa
Executive Board Meeting Minutes - FINAL

Friday and Saturday, October 6 and 7, 2017
Comfort Inn Cordelia
4441 Central Place, Fairfield, California

1. **Call to Order:** State President Diana Galvan called the meeting to order at 3:15 P.M. on Friday, October 6, 2017.

2. **Silent Roll Call:** Lynne Keating asked those present to sign in.

Members Present:

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

Guests Present:

Mollie Acosta, International Chapter, International Vice President, Southwest Region

3. **Opening Thought:** Kathleen O'Malley presented a message that was written by Janet Ricard, Chaplain, South Carolina, 2016-2018. In the message, the district conference was recognized as the place for chapters to communicate, collaborate and learn from each other was stressed, as well as the power of sisterhood in working towards goals of Alpha Delta Kappa. Diana thanked her for the message.

Items from this point forward will be listed with the number assigned to them in the agenda, and according to the order in which they were addressed during the meeting.

5. **Approval of Agenda:** Hearing no additions or corrections, Diana declared the agenda approved as submitted.

7. **Approval of March, 2017 Executive Board Minutes:** Review of the minutes was tabled to Saturday.

11. Unfinished Business

11.2 Follow-up to International Convention: Diana asked board members to share any items for further discussion from International Convention. Sara stated that she felt the California gathering was good. She asked whether a discussion was held regarding the admission of retired teachers into Fidelis chapters. The answer will be researched. Joanne stated that her chapter will write a white paper regarding concerns about the religious references during the Convention, and issues of lack of sensitivity to all cultures. After discussion, it was agreed that the chapter's letter is a start, and that the board will go further with the issue if needed.

4. **Welcome to Visitors:** Mollie Acosta, Southwest Region International Vice President was congratulated on her election and welcomed to the meeting.

6. **Rehearsal of BINGO Fraternal Education:** Karen led rehearsal of the BINGO script for Saturday's district conference. Diana shared the program format after the practice. She thanked Karen for the bingo cards and ideas. Karen also shared a new format for introduction of past state presidents. Mollie will also speak about an Alaska sister whose husband was wounded in the Las Vegas attack, and about I.T.E. student Viktoriya Ivanenko. Diana will announce the Northwest/Southwest regional conference and the California State Convention.

12. New Business

12.1 Anne Yeghoian, Beta Upsilon, resigned as State Scholarship Chairman. Robin Burns, Beta Rho, will take over. Anne moved to Alabama, so had to resign her committee position.

12.2 Wendy Terrazas resigned from AAK and left opening on State Altruistic Project Committee. Wendy Hodash, Lambda, will take her place. Diana reported that Wendy Hodash's acceptance of the committee position created a full complement of committee chairmen and members.

12.6 Councils Sharing Responsibilities for District Conferences: Small councils have shared responsibilities for district conferences in the past, however, communication may be a problem and a challenge. Delta and Sierra councils are thinking that they may not need to be linked anymore. Other small councils may need to pool together. Issues of travel distances to district conferences need to be

looked at, and what locations are providing the bulk of the attendance. Diana requested that board members think about these issues for further discussion on Saturday. A comment was made about rethinking or not having district conferences, followed by a statement regarding the importance of having members throughout the state have the opportunity of meeting the state board members at those meetings.

8.0 Correspondence

Received by Diana Galvan:

- From North Carolina AΔK District X Vice President Shannon Graham, a thank-you note for donation of funds to the Hurricane Matthew Relief Fund.
- From International Immediate Past President June Bellamy, a thank-you note to Diana for serving as captain for California's team "California Cares" for the 2017 Longest Day fundraiser. Included in the note was the total amount raised at \$84,000.

11. Unfinished Business

11.1 The Longest Day: Diana reported that California ranked tenth in amount of contributions. Participants told Diana that they enjoyed participating. A separate team from Beta Rho raised \$1,800.00. With the Beta Rho amount, California would have ranked fourth. California's team raised \$1,860.00. Diana wants to ensure that all chapters participate as part of the California team next year.

The board recessed at 5:15 P.M., and resumed the meeting on Saturday, October 7 at 3:20 P.M. All board members were present.

Guests Present:

Mollie Acosta, International Chapter, International Vice President, Southwest Region
Susan Raffo, Beta Rho Past California State President

12. New Business

12.17 Evaluation of Northern District Conference: Karen reported that the conference was well received. Some evaluations showed that some members felt some reports were too long. The strong support of Sierra and Delta councils was a positive aspect.

7. **Approval of March, 2017 Executive Board Minutes:** There was one board member who checked the wording of the approved action for purchase of lanyards. Diana requested any corrections or additions, and hearing none, declared the minutes approved as submitted.

9. **Treasurer’s Report:** Marlene presented the treasurer’s report.

Bank Accounts

Wells Fargo Bank	WF Checking	\$ 8,957.86
	WF Reserve	41,028.39
	<u>WF Scholarship</u>	<u>14,401.52</u>
	Total Bank Accounts	\$ 64,387.77

Investment Accounts

AΔK Foundation	<u>Noel Leonard AΔK Foundation</u>	<u>\$ 49,265.08</u>
	Total Investment Accounts	\$ 49,265.08

Overall Total \$113,652.85

- Marlene reported that until dues come in, she transferred \$5,000.00 into checking from the reserve account, because the checking account had a low balance.
- She reported that there is more than \$1,600 in the disaster/crisis fund.
- One chapter sent a donation check for the Texas hurricane victims to her, which she will forward to the Foundation at International.
- Mary Ann voiced a thank-you to Sierra and Delta Councils for making “Break the Barriers” the altruistic project for the Northern District Conference.
- Diana will assist Marlene with the switch into the current year’s budget, and information will be reviewed in November.
- Marlene reported concern that none of the funds from chapters for I.T.E. costs have been applied for, and that perhaps the money should be sent to the chapter. The travel situation and laptop replacement for Elie Ugarte were discussed.

MOTION: Mary Ann Englehart moved that Sara Armstrong be given \$150.00 for her expenses incurred in flying from Kansas City to Oakland during the 2016 I.T.E. Weekend. This money shall come from monies donated for I.T.E. unexpected expenses. Karen Kirby seconded the motion. The motion carried.

It was clarified that the I.T.E. line item is under Donations INC, and that there is now \$1,065.00 in donations.

MOTION: Mary Ann Englehart moved that the balance of the donations, \$915.00, collected for unexpected expenses of I.T.E. student Eli Ugarte, be sent to Eli. Kathleen O'Malley seconded the motion. The motion carried.

Joanne Grimm will follow up with University of California, Davis, to determine if Elie is enrolled.

- 9.1 Decision to change selling price of lanyards:** It was explained that the selling price of lanyards was changed at International Convention from \$5.00 to \$3.00, in order to promote sales. Five board members did email or text that they agreed with the price change.
 - 9.2 Altruistic Sales Report:** There was \$394.00 in shirt/lanyard/pin sales at Northern District Conference, and \$1,183.00 in sales at International Convention.
 - 9.3 Review of Bills:** Board members continued to review reimbursement requests. Reimbursement requests are to be filed within thirty days, however board members agreed that Mary Ann may submit a receipt in November for an item that is older than thirty days.
 - 9.4 Current Budget Status Report:** Other information for this item was deferred to November.
 - 9.5 C-1 Reporting and ePostcard Filings:** Marlene reported that she is waiting for one chapter to complete a C-1 report. She also reported some issues with members not being included on Beta's roster.
- 10. Membership:** Sara summarized the S/P/N CNA Reporting Form.
- She brought up the concerns of small chapters in seeking new members.
 - The question of retired non-members joining Fidelis was revisited. Mollie reported that according to International Bylaws, Fidelis chapters may recruit new members who are retired.
 - There was discussion of the values of a membership committee composed of the following state officers: Immediate Past President, President and President Elect, and/or a subcommittee composed of chapter members of healthy chapters. Mary Ann pointed out that the state president can set an advisory committee. Sara mentioned that she has submitted a membership plan for herself and the three "P's." Diana will review that plan, and perhaps they can meet online or in a conference call to work on further steps.

- Further comments were generated regarding issues of designing actions top-down or chapter level, development by state leaders followed by input, and further work in the area.

11. Unfinished Business

11.3 New Policy and Procedures: This item was tabled.

11.4 Review of Digitized Policy and Procedures Sections E-J: This item was tabled.

12. New Business

12.3 Proposal for State World Understanding Project: State World Understanding Chairman Grete Lima submitted a proposal for a challenge project in which chapters could participate. It would include three levels of activities and recognition at state convention. Board members agreed that the plan included good ideas for programs. The consensus was that the idea and tiers be presented as an opportunity rather than a challenge. Grete's plan included the Eden Project as a state world understanding designee. Board members felt that the identification of the Eden Project be included as a model not as the only choice, as some chapters may have their own projects. It was mentioned that this idea is a good start for making world understanding real for chapters. Diana will communicate with Grete and share the ideas from the board with her.

12.4 Contributions to hurricane devastated states: Diana shared a letter from Elizabeth Hudson in Mexico City regarding the recent earthquake. This led to a discussion of use of profits from state altruistic sales to send to International for assistance with disaster relief. Diana directed Marlene to go through the costs and profit from the state sales items to determine whether we have covered all costs and are now in profit status. This item will be discussed again in November.

12.5 Update mileage reimbursement amount: The amount of mileage reimbursement for International is \$.56 per mile. Discussion of an increase of state mileage reimbursement, which is currently \$.40 per mile was discussed, but no decision was made.

12.7 Possible renaming of Fresno Council to Fresno/Modesto Council: Mary Ann brought forward this item, in order to make Modesto feel a part of the council. Discussion followed.

MOTION: Mary Ann Englehart moved that the name of Fresno Council be changed to Fresno/Modesto Council. Kathleen O'Malley seconded the motion. The motion passed.

12.8 September Liaison Report: Diana distributed the September Liaison Report. There were no questions regarding the report.

12.9 Council Liaison Reports: Liaisons reported that they sent their completed forms via email to the other board members. Joanne posed a question about the form itself, which was the use of the word "Minutes" under the "Summary" section. After reviewing the form, and finding there was more than one template, plus further discussion, it was decided to revise the form to include headers for attendance with names and chapters of attendees and action/discussion.

- Peralta Council: Joanne reported no board discussion needed, and that Kathy Cochran, Alpha co-president, shared a good membership plan.
- Delta Council: Joanne, with Diana also in attendance, reported no board discussion needed.
- San Diego Council: Kathleen reported that there were questions about their updated rosters and changes apparently not being noted. Changes were made online at International by chapter presidents, but those changes are not linked to the state president. Kathleen suggested that chapter presidents must notify Diana as well as International, and also that they note what changes were made when they send in rosters. Diana only knows there is a problem when information is sent out, but returned as undeliverable if the chapter president has not reported specific changes.
- Channel Islands:
 - Karen reported that there is a concern with lack of support from Delta. Delta is part of Marina District. There seems to be a lack of reciprocal communication from that chapter.
 - The council wishes to change the Marina District Conference date to January 26, 2019. They wish to ask Orange Coast Council to help with the conference. There was discussion of a joint conference, with chapters rotating the responsibilities.
 - Another question was whether they might change months with Inland Cities Council due to weather concerns.
 - An additional question was what would happen if a council cannot afford a conference.

- Some ideas were shared by board members: consider the first week of February, consider a switch with Inland Cities Council after checking with that council, make the switch for the entire district not just those councils. Karen is to communicate with the council that the board is looking into their issues. There was consensus of board members that January 26, 2019 would be acceptable. Consideration of combining Channel Islands with another council will be considered after membership work.

12.6 Councils Sharing Responsibilities for District Conferences: After further discussion of Sierra and Delta Councils sharing district conference responsibilities, it was decided that both councils will be asked to submit a request for separation in writing. The state will consider and also examine the distribution of the funds being held for them at the state level.

12.9 Council Liaison Reports continued:

- Valley District: Mary Ann reported that they finalized plans for the conference. An issue was raised regarding participation, as one group sees themselves only as a social group.
- Orange Coast Council: Karen reported that there was a discussion as to whether there was a budget for state convention for entertainment. It was clarified that there usually is a budget for that item.
- Sierra Council: Mary reported that there were no items for board discussion.
- Golden Gate Council: Marlene reported that a request was sent to the board asking that a fee be added to dues for printing for sisters who want hard copies of various publications. This item was discussed in terms of the cost of printing, which is about \$7 for a 10-page color newsletter, as well as the goal of use of technology for communication. Diana reported that it has been requested that chapter presidents assist all members with access to any publications, such as newsletters. Diana stated that if they wished to submit a resolution to this effect, it must be submitted to the committee for approval of construction, and if it goes to vote, then a study would be conducted to determine if the action is appropriate.
- Peninsula Council: Susan reported that Gamma Lambda is talking about disbanding, and that Janet Armstrong is really the only active member.

Mary Ann commented on the value of this portion of the meeting and of getting the concerns from members.

- 12.10 Excellence in Education:** Diana reminded board members of the November 1 deadline and the simplified process for nomination.
- 12.11 Applications for Executive Board due November 30:** The applications are found on the website in the State Convention section. Lynne asked if they could be moved to the homepage, as well as the Excellence in Education forms. Diana will move the items.
- 12.12 Bylaws Update:** Susan Raffo, Bylaws committee chairman, provided a report. She stated that more chapters have been cleared. She explained the process of certification for the state, and told the board that the state bylaws have been certified by International. She reviewed a list of chapters who have not certified, and said that all have been notified several times. She reviewed suggested changes for the certification form, and provided a draft form with the suggested revisions. The board will review the changes and revisit the topic.
- 12.13 Report of CA State Convention Planning:** Susan Raffo reported as the state convention chairman. She praised the Marina District sisters, and said that the venue will be lovely. Mollie will serve as installing officer. All convention chairmen have been set. At this point they are working on the packets, which must be mailed in January. She also reported that the hotel has a reasonable rate of \$119.00 per night and that registration will be \$150.00.
- 12.13.1 Budget 2018-2020 First Review:** Marlene provided a handout with budget suggestions. There was discussion about the need for budget committee members from all districts. Marlene reviewed the past budget, then distributed the proposed budget. Due to membership decline, Marlene will do further work to present at the November meeting. Diana asked Marlene to compute the impact of a possible dues increase.
- 12.14 Report of Alaska NW/SW Conference Chair Visit:** Mary Ann and Mollie will travel to Kansas City in November to find out more information about the upcoming regional conference. They reported that interest is already seen in attending, that the presenter form will be out soon, and that they will try to separate chapter workshops from state workshops, with repetition of workshops.
- 12.15 Website updates requested:** Diana asked board members to check the website this week to determine whether it is up to date.

12.16 Newsletter contributions by November 1: Diana asked that newsletter articles be sent to her by November 1.

12.17 Evaluation of Northern District Conference: Karen reported that there were lots of “5” designations on the evaluation forms. Many people loved the bingo game, Miss Poppy and the altruistic reporting. There was some discussion about the format of the evaluation form.

14. Announcements

14.1 Valley District Conference, November, 2017: The district has not designed a program yet. “Brighten the Lives of Children” is the theme. The start time is 9:30 A.M. for registration. Mary Frances Gomez is leading the conference again.

13. Other: There was a request to explore the purchase of a less cumbersome, bulbless projector. Mollie reported that she bought a refurbished one for about \$350.00. Diana asked Mary Ann to research cost of a new or refurbished projector.

15. Closing Thought: Kathleen shared the words of Paula O'Neill, International Chaplain 2015-2017, “Inspiring Others.” She presented the story of Jen Welter, the first female coach in the history of the National Football League. She concluded with the challenge, “When you go out to speak before friendly meetings of our beloved sisters, remember that as a leader, you are also inspiring others who will follow you in leadership. As we have been inspired here at our meeting, go forth from this table and lift our sisters towards greatness: Inspire! It is the greatest gift you can give to our members!”

9.6 Payment of Bills

MOTION: Kathleen O'Malley moved that the bills be paid. Sara Cooper seconded the motion. The motion carried.

16. Adjournment

MOTION: Kathleen O'Malley moved that the meeting be adjourned. Mary Krause seconded the motion. The motion carried.

The meeting was adjourned at 7:20 P.M.



California Alpha Delta Kappa
Executive Board Meeting Minutes - FINAL

Saturday and Sunday, November 4 and 5, 2017

University Square Hotel
Fresno, California

1. **Call to Order:** State President Diana Galvan called the meeting to order at 2:30 P.M. on Saturday, November 4, 2017.
2. **Silent Roll Call:** Lynne Keating asked those present to sign in.

Members Present:

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

3. **Opening Thought:** Kathleen O'Malley shared the "Law of the Garbage Truck," by an unknown author. The message was that people should not let angry or frustrated people dump their "garbage" on them, and then continue the cycle. "Love the people who treat you right. Pray for the ones who don't."
4. **Approval of Agenda:** Hearing no additions or corrections, Diana declared the agenda approved as submitted. Mary Ann stated that she had a question regarding Item 9.5, which Diana stated would be addressed when the item is discussed.
5. **Approval of October 6-7, 2017 Executive Board Minutes:** Marlene stated a correction regarding the treasurer's report, but since the item appeared in that report, it will be addressed as an update. Hearing no other possible corrections, Diana declared the minutes approved as submitted, and thanked Lynne.
6. **Correspondence:** Joanne reported that she sent thank-you notes to the council presidents

for Sierra and Delta councils.

7. Treasurer's Report

7.1 **Review of Bills:** Board members reviewed reimbursement requests and receipts.

7.2 **Current Budget Status Report:**

- Marlene reported that she updated the fiscal year report.
- She found an error in the amount listed for crisis fund, which should be \$771.00.
- She is going to revise the format, so that items will be listed separately for altruistic funding.
- There was discussion about miscellaneous income, which should be noted in Other Income, Donations, rather than Miscellaneous Income.
- Marlene also reported that International returned \$20.00 that Marlene sent in with the dues for sustaining members.
- The amount of \$7500.00 listed for Seed Money on page three will be changed to \$0, as that money will be returned. This leaves the over-budget amount at \$480.00
- There was \$976.29 donated from other states, chapters, members and past state president groups through the foundation for those impacted by wildfires. Another category will be needed, to differentiate those funds from the Educators Helping Educators funds. California chapters and individual members have donated \$150.00 so far.
- At Diana's direction, Joanne will send thank-you letters to other states.
- Shirt and pin sales stand at \$279.00. In all, \$1592.00 in sales have been accrued since June 2017. There was \$409.00 raised at the October district conference meeting. A budget line will be added for lanyards.
- Marlene forwarded a California check to International Foundation that Fidelis sent to the state in error.
- A check was sent to Sara Armstrong. Diana will create a line item for I.T.E. income and expense, so that check can be recorded there.
- The budget of \$1400.00 for state convention does not seem to be correct. Diana will check the amount and correct it, as those expenses should come from the convention seed money.
- Diana asked Karen to update the numbers and sizes of available shirts. Marlene will check Quicken to determine the cost of the shirts that were previously ordered. The next report will show the profits. The feasibility of creating an online order system was discussed, including cost of shipping and possibility of individual ordering. Diana will contact Mollie to get some background and ideas related to the shirts.

Bank Accounts - 10/4/2017

Wells Fargo Bank	WF Checking	\$ 9,011.65
	WF Reserve	41,030.51
	<u>WF Scholarship</u>	<u>14,401.88</u>

	Total Bank Accounts	\$ 64,444.04
<u>Investment Accounts</u>		
AΔK Foundation	<u>Noel Leonard AΔK Foundation</u>	<u>\$ 49,265.08</u>
	Total Investment Accounts	\$ 49,265.08
	Overall Total	\$113,709.12

7.3 Update mileage reimbursement amount to \$.56 per mile: Karen requested that the board revisit this item after the budget is determined. The item was tabled.

7.4 Payment of bills: This item was tabled, as members were still reviewing documents.

8. Membership: Sara shared a map related to membership. There was discussion about where members live, and where the chapter was chartered.

8.1 Membership Plan: Information and issues were presented and/or discussed.

- The member survey showed that members most enjoy being involved in altruistic projects.
- Membership is a concern, as is having chapters act on the strategies for increasing membership, after those strategies are shared with them. There was a suggestion that liaisons reach out more to chapters.
- Chapter topics included the ideas that many chapters are satisfied with how they are functioning. Ways to increase the numbers of new chapters was a topic. Sara stated that she would like to see a budget for travel money to be used by the state president for visiting areas where members are trying to start new chapters.
- Joanne raised the topic of the Ball State program for teacher candidates that was started by International, Mary reported that she has contacted someone at C.S.U., Chico. International has some resources for how to set up a collegiate organization. There was a question as to whether there is a two-year requirement of teaching experience for teachers who wish to join a chapter, who have been members of a collegiate organization.
- Joanne stated that it is necessary to see a report on why people leave the organization.
- The importance of reinstatement, pursuit of establishment of new chapters, and follow-up with those who have resigned were the big ideas at the conclusion of the discussion.

9. Unfinished Business

9.1 Contributions to hurricane devastated states: Puerto Rico is now added to the states/territory impacted by hurricanes, and donation through the Foundation was discussed.

9.2 Application to receive Educators Helping Educators funds: A method needs to be developed to help those affected by California wildfires in Santa Rosa, Yosemite, and Orange counties. Discussion on how to allot funds was held, which included topics of how to find names, a review of the draft form, and formation of a committee. Kathleen, Karen and Lynne will work on the form and report back in January.

9.1 Contributions to hurricane devastated states: Discussion about a state donation to the Foundation for hurricane relief concerned the amount and account for a possible expense.

MOTION: Karen Kirby moved that the total amount to be sent to the AAK Foundation designated for hurricane relief shall be \$250.00, taken from the Altruistic Project account. Mary Ann Englehart seconded the motion. The motion passed.

9.3 Councils Sharing Responsibilities for District Conferences: At this point, the responsibilities for responsibilities for district conferences will continue unchanged.

9.4 Budget 2018-2020: Marlene reported that the projected budget does not balance, because the projected income is lower. After review, it was clarified that about \$10,000.00 needs to be saved.

9.4.1 Possible Budget Solutions

- A possible reduction in the number of board members was discussed, by allocating duties of corresponding secretary to recording secretary and/or other board members, due to the changing duties plus the cost saving. The concern is loss of leadership contributed by the board member and also for having member input on any action. Discussion followed on procedure for making that decision, how to decide with transparency.
- A dues increase of \$5.00 per member would raise approximately \$10,000 over two years.
- Review of full funding for travel was shared. Budget committee member(s) suggested having a set amount for travel.
- Having district conferences every other year or combining districts to reduce total conferences per year to two was a suggestion.
- Holding state board leadership training immediately following the state convention, rather than in the summer, was a suggestion.
- There is \$41,000.00 in the reserve, which has a minimum required amount of \$35,000.00.
- Pros and cons of some suggestions were reviewed: board needs to meet, so scheduling district conferences every other year to avoid

board travel is not effective; and having two conferences or only every other year would lessen contact and communication with members.

MOTION: Karen Kirby moved that California Alpha Delta Kappa combine the Executive Board positions of corresponding secretary and recording secretary effective the 2018-2020 biennium. Kathleen O'Malley seconded the motion.

Discussion followed. The bylaws do indicate that the positions may be combined. There was concern for feelings of members, input and timelines. Joanne suggested including the idea in the newsletter.

WITHDRAWAL OF MOTION: Karen Kirby withdrew the motion in light of the discussion.

Information will be listed in the newsletter this month regarding the need to balance the budget. Diana directed Mary Ann to create a Google form asking for input about combining the positions, using reserve, increasing state dues, or other suggestions. Diana commended board members for reviewing the suggestions.

- 9.4 **Budget 2018-2020:** There was review of the budget descriptions. Discussion included preparing budgets to reflect possible outcomes of dues increase, eliminating a board position, and doing both actions.
- 9.5 **New Policy and Procedure Section J, #4:** This item was tabled to Sunday, November 5.

10. New Business

- 10.1 **Applications for Executive Board extended deadline to December 15:** Board members agreed to extend the deadline for applications to December 15, 2017.
- 10.2 **Board responsibilities at state convention:** The item was delayed to the end of the meeting.
- 10.3 **Chapter sales at state convention:** There is a hallway at the venue that can be used for chapter sales. There is limited space, a fee of \$10.00 will be charged, and chapters will need to write a letter to Diana requesting a table. It will be on a first come, first served basis.
- 10.4 **Noel Leonard Grants:** Grants will be available for state convention and NW/SW Regional Conference, and are to be selected by councils. Diana will send information to liaisons and council presidents.

- 10.5 Betty Rosenberg applications due February 15:** The applications are online and are due to Diana by February 15, 2018.
- 10.6 Suggestion for change to roll call at district conferences:** A member suggested to report the numbers for attendance according to the sign-in, rather than calling out all chapter names.
- 10.7 Suggestions for group activity/training at 2018-2019 conferences:** Suggestion was made to include small group time for social purposes and activities at district conferences.
- 10.8 Project dates for district conferences:** This item will be addressed at the March board meeting.
- 11. Other:** Items for Mollie Acosta, Southwest I.V.P., were shared: linking of websites, fixing search engine on International website, fraternity education on how the International board operates, and transparency. Mollie stepped in to share with the board that Sue Pelchat really wants input from members.
- 11.1 Evaluation of Valley District Conference:** Evaluations were favorable, The introductions of the board were well received. Diana thought it was very successful. The completion of the altruistic project was also a positive aspect.
- 12. Announcements**
- 12.1 Marina District Conference, January 20, 2018**
- 12.2 Southern District Conference, March 10, 2018**
- 10. New Business**
- 10.2 Board responsibilities for state convention:** Diana distributed the lists of responsibilities for each board member. She told the board members to contact her with any questions.
- 13. Closing Thought:** Kathleen shared Sarah Ban Breathnach's ideas from "Compliments." The author reminded a woman that it is important to acknowledge the good in oneself, to be receptive to compliments as an "expression of esteem," and to "cultivate the habit of giving at least one compliment a day to another human being, as well as to yourself."

The meeting adjourned at 6:30 P.M.

At 8:50 A.M., Sunday, November 5, Diana reconvened the meeting.

7. Treasurer's Report

7.4 Payment of bills

MOTION: Karen Kirby moved that the bills be paid. Kathleen O'Malley seconded the motion. The motion passed.

11. **Other:** Mary Ann reported that she investigated three projectors for the board to use at conferences, with price ranges of \$84.00 to \$299.00. The one that Mollie Acosta purchased was \$469.00. Marlene reported that there is \$300 in the current budget, and \$400 in the 2017-2018 proposed budget.

MOTION: Sara Cooper moved that Mary Ann Englehart be allowed up to \$500.00 to purchase a projector. Mary Krause seconded the motion. The motion carried.

9. Unfinished Business

9.6 Review of digitized Policy and Procedures Sections E-J

- Section E, State Altruistic Projects, New, was read to board. There was no discussion.

MOTION: Sara Cooper moved approval of Section E, State Altruistic Projects, with an action date of November 5, 2017. Kathleen O'Malley seconded the motion. The motion carried.

- Section E, Altruistic Project Monetary Award, was discussed. Procedure number 3 was deleted as repetitive. Number 5 was deleted.

MOTION: Karen Kirby moved to approve the revised Section E, State Altruistic Project Monetary Award, with an action date of November 5, 2017. Mary Ann Englehart seconded the motion. The motion carried.

- Section E, State Altruistic Project Funding, new, was reviewed. It was clarified that the funds are kept as a sub-account, which is consistent with the language in Section C.

MOTION: Mary Ann Englehart moved to approve the new Section E, State Altruistic Project funding, with an action date of November 5, 2017. Marlene Cordova seconded the motion. The motion carried.

- Section E, New International Altruistic Project, new, was reviewed. Language was clarified, “Donations are to be made by check to the Alpha Delta Kappa Foundation with the specific project on the memo line.”

MOTION: Karen Kirby moved to approve the new Section E, International Altruistic Project, with an action date of November 5, 2017. Sara Cooper seconded the motion. The motion carried.

- Section F, Districts/Councils, Rotation of District Conference and Executive Board Meetings, new, was reviewed.

MOTION: Mary Ann Englehart moved to approve the new Section F, Districts/Councils, Rotation of District Conference and Executive Board Meetings, with an action date of November 5, 2017. Kathleen O’Malley seconded the motion. The motion carried.

- Section F, Districts/Councils, Presidents’ Council Handbook, was revised. Numbers 4 and 6 were deleted. Language was changed, “Hard copies will be made available to any past state president upon request.”
- Section F, Districts/Councils, District Conference Registration Reimbursement, was revised to include language consistent with Section C.
- Section F, Districts/Councils, District Conference Funding, was revised. In regards to a pre-conference loan, in number 2 the second part was deleted, numbers 1 and 2 were reversed in order, number 3 was deleted, the reference to liaison was removed in number 4. Reference to a member requesting a refund was deleted. Diana suggested that the presidents’ council handbook contain directions for the council to contact the liaison on how to arrange a loan if needed. That language was written, “If a council needs a loan to offset pre-conference expenses, they should contact their liaison.”
- Section F, Districts/Councils, District Conference Fundraising, was revised. Number 4 was deleted, since fundraisers may not be used to defray conference expenses.
- Section F, Districts/Councils, District Conference Sales by Chapters, was revised. Revisions were made to clarify the approval or disapproval of a chapter request to sell at a district conference.

MOTION: Mary Ann Englehart moved that the revised policies and procedures in Section F be approved: Districts/Councils - Presidents’ Council Handbook, District Conference Registration, District

Conference Funding, District Conference Fundraising, and District Conference Sales by Chapters, with an action date on November 5, 2017. Mary Krause seconded the motion. The motion carried.

- Section G, State Convention, District Rotation, was revised. Number 1 was revised. "... will communicate with the councils in the hosting district related to ..." Number 2 was deleted. The years 2014 and 2016 were deleted, and 2040 and 2042 were added.
- Section G, State Convention, Operational Funds (Seed Money), new, was discussed. The original language was deleted. Number 2 was revised, "... return and seed money and unexpended funds beyond the seed money ..." Number 3 was deleted
- Section G, State Convention, Convention Packet, new, was reviewed. Number 3 was revised, "One hard copy will be mailed ..." The reference to hard copy in number 5 was removed.

MOTION: Mary Ann Englehart moved approval of two new Policies and Procedures for Section G, State Convention - Operational Funds (Seed Money) and Convention Packet, with an action date of November 5, 2017. Karen Kirby seconded the motion. The motion carried.

- Section G, State Convention, Rules of Convention, was revised. A procedure was added to maintain a copy of the Rules of Convention in the appendix of Policies and Procedures. Procedures regarding mailing to chapter and council presidents and reading aloud were deleted. Number 3 was deleted.
- Section G, State Convention, Delegate Status, was revised. Items were clarified regarding sustaining members, and number of delegates will be determined by International membership records six weeks prior to convention.

MOTION: Karen Kirby moved that the revised policies and procedures for Section G, State Convention - District Rotation, Rules of Convention, and Delegate Status, be approved, with an action date of November 5, 2017. Sara Cooper seconded the motion. The motion carried.

Diana thanked Mary Ann and everyone for their effort and energy in reviewing the Policies and Procedures.

13. **Closing Thought:** Kathleen shared a thought regarding the value of doing well those

things that are worth doing.

14. **Adjournment:** Diana adjourned the meeting at 11:18 A.M.



California Alpha Delta Kappa
Executive Board Meeting Minutes - FINAL

Friday and Saturday, January 19 and 20, 2018

Courtyard by Marriott Cypress
5865 Katella Avenue, Cypress, California

1. **Call to Order:** State President Diana Galvan called the meeting to order at 2:45 P.M. on Friday, January 19, 2018. She stated that Marlene Cordova was delayed by travel, but that since a quorum was present, the board meeting would begin.

2. **Silent Roll Call:** Lynne Keating asked those present to sign in.

Members Present:

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

Guests

Mollie Acosta, International Chapter, International Vice President, Southwest Region
Susan Raffo, Beta Rho, Past State President, State Convention Chairman

3. **Opening Thought:** Kathleen O'Malley shared that before she joined the board she heard about the relationships and friendships that happen for board members. She asked those present to write down five words that sum up what being an Alpha Delta Kappa sister means. She then shared a list of words that were generated to represent "sisterhood," and asked if those present identified with those words.
4. **Approval of Agenda:** Mary Ann explained that she would have two items to discuss, but

that they could be brought up in item 11, "Other." Hearing no other additions or corrections, Diana declared the agenda approved as submitted.

9. **Unfinished Business:** Diana explained that Policy and Procedures sections would now be reviewed. Mary Ann “introduced” the Android smart projector that she purchased for board use, and explained that this was a trial run to see if the \$220 projector would be satisfactory.

9.7 Review of digitized Policy and Procedures Sections G-J

In Section G, the policy regarding State Convention, Partial Registration, was discussed. Clarification was provided that “partial” referred to attending only the Saturday session. There was further discussion about procedures and intent, and consensus was that a partial registration will not be allowed. The procedures were deleted.

Section G, State Convention, Registration Refunds, was reviewed. A change was made to procedures in that a refund must be requested within thirty days. Number 2 was added to describe the situation as “unexpected extenuating circumstances” leading to the request for a refund. The policy was revised to, “The executive board may grant a refund for the State Convention registration fee upon consideration of extenuating circumstances.”

Section G, State Convention, Noel Leonard Leadership Grant, contained wording that was changed to match the wording approved in Section C. Number 2 was added regarding publicity to members for the grant. This item does not impact the finance section.

Section G, State Convention, Reimbursement Executive Board, is a new policy and procedures that is written exactly as approved in Section C.

Section G, State Convention, Reimbursement Executive Board Additional Officers, is a new policy and procedures that is written exactly as approved in Section C.

Section G, State Convention, Proposed Budget and Budget Descriptions, was reviewed. Language was revised, “The budget and budget descriptions shall be included in the convention packet.” Number 2 was written, “The state treasurer will present the budget and budget descriptions to the executive board before the convention packet deadline in January.” Terms were changed: “category” instead of “items,” and “descriptions” instead of “guidelines.”

Section G, State Convention, Proceedings/Reports, was discussed. The title was changed to “Proceedings of Convention.” Language was streamlined and written to clarify the procedures for readers. For final approval by readers, the language was changed to reflect that the readers will notify the state recording secretary of their approval. The list of items to be included in the proceedings was expanded. The term “amended state bylaws” was inserted in number 8.

Section G, State Convention, Candidate Qualifications, was reviewed. Discussion centered on the timeline for approval of the chairman, and the selection of committee members. Diana set this policy aside so that she can do some research. Lynne was directed to review minutes from the first year of this biennium to determine the procedures used.

MOTION: Mary Ann Englehart moved approval with an action date of January 19, 2018, of the following Policies and Procedures from Section G, State Convention: Partial Registration, Registration Refunds, Noel Leonard Leadership Grant, Reimbursement Executive Board, Reimbursement Executive Board Additional Officers, Proposed Budget and Budget Descriptions, and Proceedings/Reports. Karen Kirby seconded the motion. The motion passed.

Section G, State Convention, Procedures Manual, was discussed. The policy statement was rewritten, “Each convention chairman will maintain a procedures manual to assist in future planning.” Some repetitive statements were deleted.

Section G, State Convention, Balloting Committee, was discussed. The policy statement was reworded, “... conducts elections at State Convention in accordance with procedures set by the executive board and the state sergeant-at-arms.” Another statement was rewritten, “If the state sergeant-at-arms is a candidate for another executive board office, the state president will appoint a balloting chairman.”

Section G, State Convention, Executive Board and Standing Committee Chairmen Final Reports, was discussed. One procedure was rewritten, “Reports given during the state convention may not be longer than three minutes.” Other language was changed to match Section B regarding notebooks, “All materials, thumb drives, etc., shall be brought to the post-convention executive board meeting to be turned in.” The language regarding oral reports by the convention chairman, registration chairman and treasurer were clarified.

Section G, State Altruistic Project Selection Process, was reviewed. A reference was added in the policy statement to “See Section E.” Some language was combined and blended. The issue of recusal language was raised. This policy will be examined further before approval.

MOTION: Mary Ann Englehart moved approval with an action date of January 19, 2018, of the following Policies and Procedures from Section G, State Convention: Procedures Manual, Balloting Committee, and Executive Board and Standing Committee Chairmen Final Reports. Kathleen O’Malley seconded the motion. The motion passed.

Section G, State Convention, Membership Awards, was reviewed. The policy wording was revised to “membership achievement and recognition awards.” For membership achievement, a gain of five members is required. For membership recognition, a chapter must maintain the number of members they have.

Section G, State Convention, Perpetual State Membership Award, is an addition, and is worded exactly as in Section D. Item 4 was deleted.

Section G, State Convention, International Excellence in Education, is new in this section, but is worded exactly as that which was approved in Section D.

Section G, State Convention, Eleanor Bendell State Scholarship Presentation, was added, with the same wording as Section D. A notation was added explaining the history of the scholarship.

Section G, State Convention, Betty Rosenberg Golden Chapter Award, was added. A date correction was made, and a reference to Section D was added.

Section G, State Convention, Installation of Newly Elected State Executive Board, was reviewed. Procedures were added to this policy. This item will be set aside for a later vote, while research is completed regarding who designates the installing officer.

MOTION: Mary Ann Englehart moved approval with an action date of January 19, 2018, of the following Policies and Procedures from Section G, State Convention: Membership Awards, Perpetual State Membership Award, International Excellence in Education, Eleanor Bendell State Scholarship Presentation, and Betty Rosenberg Golden Chapter Award. Sara Cooper seconded the motion. The motion passed.

The meeting was recessed at 5:45 P.M., and was reconvened at 2:35 P.M. on Saturday, January 20, 2018.

2. Silent Roll Call: Lynne Keating asked those present to sign in.

Members Present:

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

Guests

Mollie Acosta, International Chapter, International Vice President, Southwest Region
Susan Raffo, Beta Rho, Past State President, State Convention Chairman

Diana welcomed guests Mollie Acosta and Susan Raffo.

5. **Approval of November 2017 Executive Board Meeting Minutes:** Diana asked for any questions or concerns regarding the minutes, and then reviewed the document page by page. Hearing no corrections or objections, Diana declared the minutes approved as submitted. She thanked Lynne.

6. **Correspondence:** Joanne sent thank-you notes to Mary Frances Gomez and to Mollie Acosta for their parts in the Valley District Conference. She sent a sympathy note to Betty Jo Evers. Marlene received a letter from Laura Bourgeois, Foundation Secretary, with \$902.50 in donations for California disaster relief, and a list of the donors. A thank-you letter for contributions to disaster relief was received from Nancy Carr, Texas State Corresponding Secretary. Karen reported that she sent congratulations to Zeta for winning the Outstanding Program Award.

7. **Treasurer's Report:** Marlene reported that she received a thank-you letter from the Assistance League of San Mateo County. Diana told the board that this letter was sent because Carole Taylor used a State mini-grant to help them with Operation School Bell.
 - 7.1 **Review of Bills:** Board members reviewed reimbursement requests and receipts.

 - 7.2 **Current Budget Status Report:** Marlene reviewed current budget status.

Bank Accounts

Wells Fargo Bank	WF Checking	\$ 26,138.91
	WF Reserve	41,034.63
	<u>WF Scholarship</u>	<u>13,902.60</u>
	Total Bank Accounts	\$ 81,076.14

Investment Accounts

AΔK Foundation	<u>Noel Leonard AΔK Foundation</u>	<u>\$ 52,334.86</u>
	Total Investment Accounts	\$ 52,334.86
	Overall Total	\$133,411.00

Additional Information:

Break the Barriers	\$	1,393.00
Educators Helping Educators		3,095.80
AΔK Foundation CA Crisis		1,878.79
Shirts		1,400.00
Pins		196.00
Lanyards		<u>135.00</u>
Total	\$	8,098.59

Break the Barriers - Biennium	\$	2,342.00
Shirts, Pins, Lanyards - Net Total	\$	2,960.72
Educators Helping Educators - Biennium	\$	4,203.80

Marlene reported that forty chapters have paid their dues. If all members' dues are collected, there will be 1044 dues paying members in the state. She also reported that fifteen sustaining members have paid.

Some other items were reported. A \$203 refund was received from the hotel in Fresno. Liaison visit expenses are high because of mileage costs. Diana commented that this line item may need to be funded higher as the personal visits are important. She complimented Marlene on her learning of the job of treasurer. Susan asked if International might give an extension on dues payments to any sisters impacted by disasters. Marlene will check on this question.

It was reported that \$107.00 was collected today for lanyards and shirts. A donation was received from Delta chapter president Edwina Akens today for Educators Helping Educators.

MOTION: Mary Ann Englehart moved that California members affected by natural disasters, such as the mudslide, be allowed additional time to pay their dues with no penalty, as determined by the state treasurer. Kathleen O'Malley seconded the motion. The motion passed.

7.3 Disaster relief gift from AΔK Foundation: A check for \$902.00 was sent to Marlene from the AΔK Foundation for donations made to help CA sisters affected by the recent natural disasters.

7.4 Payment of bills: This item was tabled until all members reviewed the bills.

8. Membership

8.1 Map: Sara explained that she is trying to map chapter locations according to the city where the chapters were founded, and showing if a chapter combined with other cities or expanded. She also wants to draw boundaries of councils and districts.

8.2 Chapter Needs per Chapter Needs Assessment: Karen reported that she connected with Delta and that they will initiate a new member February 9. Karen will pick up the perpetual membership trophy at that time.

8.2.1 Beta Zeta, Fountain Valley: The number of members is shrinking, and they wish to know if it is possible to merge with another chapter.

8.2.2 Gamma Kappa, San Jose: The chapter is requesting installation of their officers by a state officer. Diana suggested Susan offer to do so, or offer another state officer to do so.

8.2.3 Gamma Nu, Fountain Valley: They requested membership and recruiting ideas. A list was given to them.

8.2.4 Theta, Bakersfield: They have requested officer training help. Sara suggested they use the online system and told them steps to use to access. Mary Ann told the chapter that she would come and do training for them.

8.3 Membership Plan

8.3.1 Travel Budget: Sara suggested a travel budget be established for membership purposes, such as Karen's visit to Delta, and that budget support may need to extend beyond that allotted for liaison visits. Diana said that the board needs to consider increasing the budget amount for membership development.

8.3.2 Exit Survey: A suggestion was made that chapter presidents reach out personally to a resigning member to try to determine why the member is leaving. There is a survey form, and Diana will encourage chapter presidents to use it. There was discussion as to who should receive the

survey in addition to International. Diana said that the information should go to the chapter and to the state membership vice president. Sara also mentioned a call to action regarding the membership campaign. Many ideas have been shared with chapters, now it is time for action.

9. Unfinished Business

- 9.1 Purchase of projector:** Mary Ann will return the projector that she tried to use for this conference. She will purchase another one to try out before the next conference.
- 9.2 Application to receive Educators Helping Educators funds:** After some discussion, including the suggestion to set a maximum amount of \$300.00 per request, it was decided that the committee needs to review the application again. One thing that needs consideration is that the application be structured so that it could be used to support members with funds received from the foundation, as well as members and non-members from the Educators Helping Educators fund.
- 9.3 Report of Budget Solution Survey:** Diana previously sent the board a copy of the results. She summarized the items and percentages as follows: Raise dues by \$5.00 per member - 71% - yes, 28% - no; Combine the positions of corresponding and recording secretaries - 94% - yes, 5.8% - no; Do both options - 77% - yes, 22% - no. There were also some comments received. Diana reported that 975 surveys were sent out, and 169 were turned in. That number of returns is statistically relevant. The survey results will be published.

Discussion followed. Marlene created budget scenarios for each option. Joanne requested a breakdown of where the responses came from. It was clarified that a dues increase does not require a resolution, but can be part of the upcoming budget, which will be voted on at State Convention. Diana explained that some chapters voted as a group, but that their responses supported the numbers reported. She reminded everyone that this was a survey, not a vote. She summarized the choices, and stressed the positive aspects of having both member and board input. There will be research done to determine the date of the last dues increase.

More discussion followed. Mary Ann stated that when there is travel, the expenses could be reduced by not covering all expenses for the second tier of state officers, as is explained in Policies and Procedures. A clarifying statement was

that the positions would be combined, rather than that one would be eliminated.

MOTION: Karen Kirby moved that we combine the state corresponding secretary and state recording secretary positions, and that we increase annual dues by \$5.00. Marlene Cordova seconded the motion. The motion passed with one abstention.

9.4 Budget 2018-2020: Some of the wording in the budget descriptions was revised. The description of membership development was revised to emphasize support for chapters. The wording “second year of the biennium” was substituted to ensure consistency.

9.4.1 Possible budget solutions: Marlene told board members to use the third budget scenario option that she distributed, which shows eight board members. Board members agreed to increase funding in some areas. In year one, leadership development will be budgeted at \$3,500.00 instead of \$3,200.00, and membership development will be budgeted at \$1,050.00 instead of \$200.00. In year two, liaison visits will be funded at \$1,000.00 instead of \$200.00, and membership development will be funded at \$1,050.00 instead of \$170.00.

9.4.1.1 Resolution to raise dues: This item was clarified during item 9.3, with the understanding that a resolution is not required for a dues increase, and was included in the approved motion in item 9.3.

9.4.1.2 Decision to combine secretary positions: This item was approved in the motion during item 9.3.

MOTION: Mary Krause moved that the 2018-2020 Proposed Budget be approved as presented and revised by State Treasurer Marlene Cordova. The motion was seconded by Sara Cooper. The motion passed.

9.5 Collegiate Chapter in Chico: Mary reported some issues in trying to move forward with a collegiate chapter at Chico. Mollie said that an International committee is working on this effort, and that it is complicated. Susan may be able to help. At this point, more information is needed from International before moving ahead, but seeking connections at college campuses is a good idea. It is more of a possibility, too, if a chapter has college instructors as members.

9.4 Budget 2018-2020: The topic of budget descriptions was revisited.
MOTION: Karen Kirby moved that the 2018-2020 Budget Item Descriptions be approved. Mary Ann Englehart seconded the motion. The motion passed.

9.6 New Policy and Procedure Section J #4: This item was resolved, and needed no discussion or action.

9.7 Review of digitized Policy and Procedures Sections G-J: Section G was reviewed and voted upon on Friday, January 19. Sections I-J were tabled.

10. New Business

10.1 Liaison Reports:

10.1.1 Karen reported that she will attend the meeting and installation for Delta chapter, and shared concern about their participation in Orange Coast Council.

Marlene reported that her council's concern was answered regarding why information for state convention is sent out in January.

There was discussion regarding the necessity to ensure that council meeting dates are not in conflict with state board meetings.

10.2 2018 State Convention: Diana shared a postcard with information.

10.2.1 Applications for Executive Board: Applications have been received. There was discussion of revisions for the candidate information chart: the office will be listed first. The chapter name and district will also be listed. As there is no candidate for state recording secretary, a motion will have to be made from the floor. If there is no candidate, the incoming board will seek someone after the convention. In order for a nomination from the floor, the candidate must still complete the application ahead of time and send to the candidate qualification chairman. Mari Page will excuse herself as candidate qualification chairman during the convention. Candidate information will be posted on the state website.

10.2.2 Nominations for State Altruistic Project: Five nominations were

received. The committee used the new rubric and chose four charities for nomination. Board members reviewed the synopsis, and made some suggestions. The title will be changed to “Nominations for California State Altruistic Project.” The numbers will be removed from the list, and they will be listed in alphabetical order. The website for each organization will be included. There was a question as to whether funding sources should be listed.

10.2.3 Chapter sales: Diana put an announcement in the newsletter regarding chapter sales. The deadline to apply is April 1. An application form will be posted on the website. A \$20 donation for a table will be used to benefit the state altruistic project. Diana directed Marlene to develop an application form, and Karen will help.

10.2.4 Shirt, pin, lanyard sales responsible parties: Susan Raffo will find a chapter to coordinate the sales table. The discussion also centered on regional conference, and whether shirts would be sold. Lanyards will be easy to ship flat rate ahead of time for regional.

10.2.4.1 Online sales: Discussion of the possibility of online sales was discussed. One source was squareup.com. There is no setup fee to start using them, however, there has been no decision made as to whether more sizes will be ordered to replace inventory. Kathleen will check on the feasibility/cost of ordering more shirts to fill the inventory.

10.3 Noel Leonard Grants: Information has been sent out to chapter and council presidents about these grants for first-time convention attendees.

10.4 Betty Rosenberg Applications: Applications are due to Diana by February 15.

10.5 Project dates for district conferences: Some general discussion was held. The Martin Luther King holiday falls on the third weekend in 2019. In general, the second weekend in January seems to work well. January 26, 2019 and January 11, 2020, were approved for Marina District Conferences. March 14, 2020, was approved for Southern District Conference. Sara will project a calendar and send it to the board to review, and then revisit at the March board meeting.

10.6 Appropriate use of signature blocks: When using signature blocks that list a

state office in emails or other communication, the legal assumption is that you are speaking for the state. The blocks should only be used when writing about items that have been approved by the state, for official business, and not for informal conversation. Mollie will check with International as to liability protection.

11. **Other:** Mary Ann brought up a concern about the job description for state historian, and wants to add a duty for the historian to notify council presidents to complete one to two pages for the digital scrapbook. This is past practice, but is not reflected in the job duties.

- 11.1 **Evaluation of Marina District Conference:** Karen reported that there were many “5” ratings on the evaluation forms. There were some opinions expressed that the bingo game needs to be shortened. Thank-you letters will be sent on behalf of the board from Joanne to Carol Valcarcel, president of Orange Coast Council, and speaker Kelly Meade.

Mollie shared some comments regarding Northwest/Southwest Regional Conference. She thanked the board for being co-hosts, and said she will send out requests for assistance to California sisters. She said there will be a cultural fair, where states show the diversity of their states, past, present, and future.

For Southern District Conference, Diana requested that board members communicate their travel plans ahead of time, and combine transportation as much as possible. Her goal is that the Policy and Procedures are completed before she leaves office. She will request that if we do not finish Friday, March 9, that we meet on Sunday. The board will tentatively meet at 2:00 PM, March 9, and members should plan on Sunday, March 11 to arrive at the airport after 1:00 PM. Dinner Friday is tentatively set for 7:30 PM. There will be a boardroom requested for Friday.

- 7.4 **Payment of bills: Karen Kirby moved that the bills be paid. Sara Cooper seconded the motion. The motion passed.**

13. **Closing Thought:** Kathleen shared thoughts by Jonathan Lockwood Huie, “May your life always be counterpoint to the clamor of the world ... May you always sing melody in the symphony of your life ... May you taste, smell, and touch your dreams of a beautiful tomorrow ...”

14. **Adjournment:** The meeting was adjourned at 6:45 PM.



California Alpha Delta Kappa
Executive Board Meeting Minutes - FINAL

Friday and Saturday, March 9 and 10, 2018

Comfort Suites
1230 W. Colton Ave., Redlands, California

1. **Call to Order:** State President Diana Galvan called the meeting to order at 2:05 P.M. on Friday, March 9, 2018.
2. **Silent Roll Call:** Lynne Keating asked those present to sign in.

Members Present:

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

Guests

Mollie Acosta, International Chapter, International Vice President, Southwest Region

3. **Opening Thought:** Kathleen O'Malley presented an activity and shared the poem, "Life is Like a Pizza Pie," by Bernard F. Asuncion. She stated that the goal was to have fun with the activity and choose favorite pizza toppings, as well as to reflect about the past two years on the state board.
4. **Approval of Agenda:** Diana stated that a few items were added after the tentative agenda was emailed. After review, and hearing no objections or corrections, Diana declared the agenda was approved as submitted.

Items 9.4 and 9.5 were addressed at this time.

9.4 New Policy and Procedures Section J #4: This item was previously addressed.

9.5 Review of Digitized Policy and Procedures Section G-J

Section G, State Convention, Installation of Executive Board, was discussed in order to clarify who chooses the installing officer. Mollie gave input that the president-elect chooses the installing officer. A reference to Section B was added to procedure number 5 regarding the gavel.

It was decided that Section G, State Convention, State President's Gavel, was not needed, as the policy has been covered elsewhere.

In Section G, State Convention, new policy and procedures were written for State President's Permanent Gavel Plaque, with a reference added to Sections B and C.

For Section G, State Convention, Past State Presidents' Dinner, three procedures were outlined and/or reworded in order to clarify the policy. Procedure numbers 2 and 3 were combined.

Section G, State Convention, Past State Presidents' Fundraising Project, was discussed. It was clarified that the chapter of the immediate past state president will include the fundraiser in their application for a California raffle permit.

Section G, State Convention, Chapter Sales, was revised in August of 2016, but a vote was not taken. No further revisions were made after a review.

Section G, State Convention, Gift Participation, is new policy and procedures, but was previously approved in Section C. There was discussion to clarify that recipients of gifts are the outgoing state president and those state officers who are not returning to the executive board. Some changes to language will necessitate changes to language in Section C, Finance/Expenses.

MOTION: Mary Ann Englehart moved approval of Policies and Procedures from Section G, State Convention: Installation of Executive Board, State President's Gavel, State President's Permanent Gavel Plaque, Past State Presidents' Dinner, Past State Presidents' Fundraising Project, Chapter Sales, and Gift Participation, as well as Policy and Procedures from Section C, Finance/Expenses, Gift Participation, all with an action date of March 9, 2018. Karen Kirby seconded the motion. The motion carried.

Section H, Regional Conference, State Board Participation, was reviewed. Procedure numbers 5, 6 and 7 were deleted. The title of recording secretary was changed to recording secretary/corresponding secretary.

Section H, Regional Conference Reimbursement, Executive Board, was discussed and the procedures were reviewed.

Section H, Regional Conference Reimbursement, Additional Officers, was reviewed, and procedure 1 was clarified.

Section H, Regional Conference, Standing Committee Chairmen at Regional Conference, Stipend, was discussed as a new policy and procedures for this section. It already appears in Section C, Finance/Expenses. The policy states that a stipend will be paid to standing committee chairmen who attend. Procedures clarify the amount and verification process.

MOTION: Mary Ann Englehart moved approval of the following Policies and Procedures from Section H, Regional Conference: State Board Participation, Reimbursement, Executive Board; Reimbursement, Additional Officers; and Standing Committee Chairmen at Regional Conference, Stipend, all with an action date of March 9, 2018. Kathleen O'Malley seconded the motion. The motion carried.

After a break, the meeting resumed at 4:10 P.M.

Section H, Regional Conference, Noel Leonard Leadership Grant, was reviewed. Some wording was changed to match that already approved in Section C. Procedures were clarified. Procedure number 7 was deleted.

Section H, Regional Conference, Gift Participation, was discussed. Procedures were clarified as to who would purchase any gifts.

Section C, Regional Conference, Gift Participation, was written to match the language in Section H, as it was not previously included in Section C.

Section H, Regional Conference, Hospitality Suite, was discussed. Language in both the policy and the procedures was rewritten for clarification.

Section H, Regional Conference, Program Expenses, was discussed, with consideration as to whether this policy and procedures was still necessary.

MOTION: Mary Ann Englehart moved that Policy and Procedures, Section H, Regional Conference, Program Expenses, be deleted as it is out of date and no longer necessary. Sara Cooper seconded the motion. The motion carried.

MOTION: Mary Ann Englehart moved that the following Policies and Procedures from Section H, Regional Conference be approved: Noel Leonard Leadership Grant, Gift Participation, and Hospitality Suite, as well as Section C, Regional Conference, Gift Participation, all with an action date of March 9, 2018. Karen Kirby seconded the motion. The motion carried.

Section J, International Convention, State Board Participation, was discussed as new language. Procedure numbers 4 and 5 were deleted.

Section J, International Convention Reimbursement, Executive Board, was reviewed.

Section J, International Convention Reimbursement, Additional Officers, was reviewed.

Section J, International Convention, Gift Participation, International Vice President, was discussed. The word “outgoing” was removed from the policy. Procedure number 2 was clarified as to purchaser and reimbursement source.

Section J, International Convention, Hospitality Event, was reviewed, with clarification of some procedures.

Section J, International Convention, Hospitality Suite, was reviewed, and language was matched to that from Section H.

Section J, International Convention, Chapter Sales, does not require a vote.

MOTION: Mary Ann Englehart moved approval of the following Policies and Procedures from Section J, International Convention: State Board Participation; Reimbursement, Executive Board; Reimbursement, Additional Officers; Gift Participation, International Vice President; Hospitality Event; and Hospitality Suite, all with an action date of March 9, 2018. Mary Krause seconded the motion. The motion carried.

Diana announced that we have accomplished completely approved Policies and Procedures! Mary Ann will bring a hard copy to State Convention. She will also place the document on a flash drive. Diana thanked Mary Ann for her perseverance, and Mary Ann thanked Diana for her patience, and thanked Mollie. Mollie shared appreciation for Diana and for Susan Raffo, and their work. Karen expressed appreciation of the journey.

7.7 Treasurer’s Report

- 7.1 **Review of Bills:** Diana asked Lynne to share information about digitization of previous state executive board minutes, as there was an expense related to the project. Lynne explained that hard copies of minutes were scanned and then converted to one document, but using a small printer required many hours of work per biennium. A heavy duty printer was available, but cost of about \$60.00 for a toner cartridge was required in order to use it. With the heavy duty printer, the time was reduced to 15 to 30 minutes per biennium.

MOTION: Mary Ann Englehart moved approval of reimbursement to Lynne Keating for a toner cartridge. Sara Cooper seconded the motion. The motion carried.

Diana thanked Lynne for digitizing the minutes.

9. Unfinished Business

- 9.1 Purchase of projector:** Mary Ann reported that she bought a new projector, which she will be using at the board meeting and the conference this weekend. She reported that the projector seems to be a good choice, and with a \$399.00 price for the projector, plus the purchase of a tripod and carrying case, the cost is under the \$500.00 amount that was approved.

The meeting was recessed at 5:17 P.M., and will resume after the Southern District Conference.

Diana called the meeting to order at 2:06 P.M. on Saturday, March 10, 2018.

- 5. Approval of January 2018 Executive Board Minutes:** Minutes were emailed to the board ahead of the meeting, and then reviewed page by page. Diana noted that in Section G of Policies and Procedures, the board still needs to review some procedures. Hearing no corrections or objections, Diana declared the minutes approved as submitted.
- 6. Correspondence:** Joanne wrote thank-you letters to Carol Valcarcel and to Kelly Meade of Marina District to thank them for the conference and the presentation respectively. She stated that she believes the board needs to establish a protocol as to who receives correspondence, such as sympathy or thank-you notes.

Joanne shared other correspondence that was received. Ann Marie Brown, International Executive Board Chairman, sent a note with regrets that she will be unable to attend the State Convention due to assignment as a representative at a different convention. Anne Yeghoian, Beta Upsilon, sent a note about her recent move to Alabama, and the connection she made with a member of Alabama Alpha chapter.

- 6.1 Letter for Donors:** Joanne created a form letter of thanks to send to those who have donated to the Educators Helping Educators fund. Diana will sign these letters as state president when they are sent.

7. Treasurer's Report

- 7.1 Review of Bills:** Board members continued to review reimbursement requests.
- 7.2 Current Budget Status Report:** Marlene shared the report. She explained item breakdowns in the second half of the report (labeled below).

Bank Accounts

Wells Fargo Bank	WF Checking	\$ 22,874.79
	WF Reserve	46,038.86
	<u>WF Scholarship</u>	<u>13,903.28</u>
	Total Bank Accounts	\$ 82,816.93

Investment Accounts

AΔK Foundation	<u>Noel Leonard AΔK Foundation</u>	<u>\$ 52,334.86</u>
	Total Investment Accounts	\$ 52,334.86

Overall Total \$ 135,151.79

Additional Information

For this report:

Break the Barriers	\$ 1,857.00
Educators Helping Educators	3,795.80
AΔK Foundation CA Crisis	2,659.91
<u>Altruistic Sales + Lanyards at \$351.00</u>	<u>2,027.00</u>
Total	\$ 10,339.71

For the biennium:

Break the Barriers	\$ 2,992.00
Educators Helping Educators	4,556.00
Altruistic Sales	3,070.72
<u>AΔK Foundation</u>	<u>2,659.91</u>
Total	\$ 13,278.63

Marlene also reported that \$21,180.00 in dues has been collected, \$4800.00 less than the amount projected on the last budget, which shows why a dues increase was necessary.

Marlene has been working on the scholarship funds, and Diana will help her to get the transfer to appear on the sheet.

Marlene reported that the lanyard money is now in profit status. The costs and receipts from shirt sales need to be reviewed, in order to determine profit status for them.

7.3 Update on Break the Barriers: There is \$1,857.00 this year designated for Break the Barriers. Diana requested that chapters donate by April 15 if they are going to contribute, and the board will then approve the donation amount at the pre-convention board meeting.

7.4 Payment of Bills: This item was tabled to give board members time for review.

8. Membership: Sara reviewed current membership status.

8.1 Limited Status Instead of Resignation: Sara presented information on limited membership status. She stated that chapters should try to determine the reason for a resignation, and if the reason is that a member is permanently incapable of continuing membership, then limited membership is an option. The sister can receive the Kappan, pays no fees and can transfer back to active membership if circumstances change.

She answered a question about Fidelis chapter, clarifying that International has approved initiation of retired educators into a Fidelis chapter.

9. Unfinished Business

9.1 Purchase of Projector: Mary Ann reported that the projector seemed to work well at the conference. Karen will check on the use of the remote. Karen is going to take the projector and try it out at a chapter meeting.

9.2 Application to Receive Educators Helping Educator Funds: The item was tabled until the draft could be displayed.

9.2.1 ACE Sonoma Campus Fire Victim: Mollie sent an email about this private school that serves autistic elementary school students that was destroyed by wildfires. Diana directed Joanne to contact the school to ascertain if they might have a need for funds from Educators Helping Educators.

9.3 Projected dates for district conferences: Sara prepared a calendar of district conference tentative dates for 2019 through 2023. The calendar follows.

2019	Marina District	January 26
	Southern District	March 9
	Northern District	October 5
	Valley District	November 9
2020	Marina District	January 25
	Southern District	March 14
	Northern District	October 3
	Valley District	November 7
2021	Marina District	January 23
	Southern District	March 13
	Northern District	October 2
	Valley District	November 6
2022	Marina District	January 22
	Southern District	March 12
	Northern District	October 1

	Valley District	November 5
2023	Marina District	January 28
	Southern District	March 11
	Northern District	October 7
	Valley District	November 4

MOTION: Sara Cooper moved that the 2020-2023 calendar for district conferences be approved. Mary Ann Englehart seconded the motion. The motion carried.

The calendar will be sent to councils and chapters.

- 9.2 Application to Receive Educators Helping Educator Funds:** The board discussed the application to be used for the Educators Helping Educator Funds. The application was revised to allow application also for funds contributed through the Alpha Delta Kappa Foundation to assist California sisters in disaster situations. Procedures were discussed and clarified. A maximum amount of \$300.00 per person was set. The state president was identified as the person to whom the completed applications will be sent.

MOTION: Mary Ann Englehart moved approval of the application designed to disseminate the Educators Helping Educators funds and funds for disaster from the Alpha Delta Kappa Foundation. Marlene Cordova seconded the motion. The motion carried.

10. New Business

- 10.1 Liaison Reports:** No councils reported any items that needed action.
- 10.2 Problems with emailing newsletter:** Diana has experienced many snags and restrictions when mailing the newsletter, due to Google restrictions. Research needs to be done on ways to disseminate, ways to send without having to pay a fee. Sara and Karen volunteered to work with Diana after convention to solve the issues. For now she will use the directory from Alpha Delta Kappa International.
- 10.3 August Executive Board Leadership Training:** Karen asked board members who may be continuing to keep the week of August 6 through August 13 open. She is hoping August 6-9 will be possible, with the board meeting at her home. These dates are tentative until after the election.

11. State Convention

- 11.1 Remember to register and book hotel room:** Diana reminded board members to register by the end of March.

11.1.1 State president's registration fees paid: Diana explained that some states waive the state president's registration, however, that is not true for California. The state president pays her own fee. There is no rule against a chapter paying registration.

11.2 Rules of Convention update: There was discussion about this item, as the rule is not in line with current practice. Language was discussed. The revised language reads, "Committee or officer reports will be presented orally, if directed by the state president. Oral reports will be limited to three (3) minutes."

MOTION: Mary Ann moved that the language of the Rules of Convention for committee reports be changed. Kathleen O'Malley seconded the motion. The motion carried.

11.3 Last Dues Increase 2004: Diana and Marlene presented data regarding status of California AΔK at the time of the last dues increase in 2004. At that time, there were 75 chapters and 1,774 members. Numbers of both chapters and members have decreased, necessitating the increase in dues.

11.3.1 Revised Proposed Budget 2018-2020: Marlene and Diana reviewed the budget in order to provide a zero budget. They adjusted the expected members to 1,100 dues paying, and therefore there were changes to the income. They were able to keep the amounts allotted for membership development and liaison expenses at the same as previously entered. Projected costs for hotels and amount spent have changed, and was discussed.

MOTION: Mary Ann Englehart moved that the Proposed Budget for 2018-2020 be approved. Sara Cooper seconded the motion. The motion passed.

11.4 Noel Leonard Grants: Diana stated that one nomination has been received. It was clarified that chapters nominate one person from the chapter to the council president, and that after selection, the council president sends the name to Diana. Mary Ann will check with Wendy Hodash to see if she checked with the other chapter in her council before providing a name for the grant.

11.5 Eleanor Bendell State Scholarship: Two applications have been received.

11.6 Betty Rosenberg Application: Five applications have been received.

11.7 Chapter Sales: One application for a sales table has been received.

11.8 Lanyard, shirt, pin sales at Registration table: There was discussion about having a board member to help watch over this, finding volunteers. It was clarified that Susan Raffo is seeking a chapter to oversee the sales. Diana made a spreadsheet of the inventory, but items have been sold twice since then. Sara will take the shirts home, and will do a count of lanyards, shirts and pins before convention.

11.8.1 Additional shirt orders for special sizes: Special orders are available, with a minimum order of ten shirts. Prices have increased by about \$10.00 per shirt. Shipping costs are not included with that price. Costs now are: \$40 for sizes up to XL, \$41.98 for 2X, \$45.98 for 3X and \$47.98 for 4X. There was discussion about having a discount in order to sell the remaining shirts.

MOTION: Karen Kirby moved that if the cost of the shirts has been met, we shall reduce the prices of the shirts by 25 per cent. The reduced price will be \$30.00 each. Marlene Cordova seconded the motion. The motion carried.

11.9 Questions, problems with assigned responsibilities: Diana outlined the procedures for nominating a candidate from the floor. She is going to send an eblast to chapter presidents regarding the procedure. There was discussion about the life membership card for the past state president. Karen stated that there will be no president-elect reception following the banquet.

Joanne moved the agenda.

Diana conducted a round table of the officers to see if anyone else had questions or problems.

12. Northwest/Southwest Regional Conference

12.1 Remember to register and book hotel rooms: Diana reminded those attending to register and book rooms.

12.2 Kuspuk Progress: Mollie stated that the dolls will be used at the Southwest luncheon, and that if enough dolls have not been made for each attendee, they will adjust plans for how they are used. Sixty-two members have registered as of now. Alaska Airlines has flight discounts. She asked members to keep Glad Loreen in their thoughts and prayers.

13. Other

13.1 Gamma Lambda in February Kappan: Diana highlighted the photo of Gamma Lambda in Kappan, sharing their altruistic project and sale of 720 pounds of nuts. She and Mary Ann encouraged dissemination of information about chapter donations and projects.

The \$25.00 amount of expenditure for Policy and Procedure, Section G, State Convention, Gift Participation, was questioned and then discussed.

MOTION: Karen Kirby moved that the Policy and Procedure amount of the gifts for the board members who exit the board be raised from \$25.00 to \$35.00. Kathleen O'Malley seconded the motion. The motion passed.

Reimbursement of mileage for Mary Ann Englehart was discussed for travel to executive board meetings when Mollie Acosta supplies the vehicle.

MOTION: Sara Cooper moved that Mary Ann Englehart submit a reimbursement request retroactive to October 2017, for transportation costs to and from the executive board meetings. Kathleen O'Malley seconded the motion. The motion passed.

13.2 Evaluation of Southern District Conference: Diana stated that she felt very positive about the conference. Karen reported that the majority of the evaluations were straight "5s" and that there was a high percentage of return of evaluations.

7. Treasurer's Report

7.4 Payment of bills: Kathleen O'Malley moved that the bills be paid. Mary Krause seconded the motion. The motion passed.

14. Announcements: Diana said that although she is not departing the board yet, she wanted members to know that she really appreciated the board support.

15. Closing Thought: From Kathleen: "Margaret Thatcher has been quoted as saying: 'Look at a day when you are supremely satisfied at the end. It's not a day when you lounge around doing nothing. It's a day when you've had everything to do and you've done it.' This has been another busy and full weekend doing the business of California Alpha Delta Kappa with all of you, and under the thoughtful planning of Diana with contributions from everyone on the board, it has been *supremely satisfying*."

16. Adjournment: The meeting adjourned at 6:30 P.M.

