



California Alpha Delta Kappa

Executive Board Meeting Minutes

January 25-27, 2019

Palm Garden Hotel

Thousand Oaks, CA

1. Call to Order:

Karen Kirby, State President called the meeting to order at 4:15 P.M.

2. Silent Roll Call:

Anita Brown, State Secretary asked those present to sign in.

Members present:

Karen Kirby	President
Sara Cooper	President Elect
Diana Galvan	Immediate Past President
Mari Page	Vice President, Membership
Marlene Cordova	Treasurer
Anita Brown	Secretary
Rosena Kruley	Historian/Sergeant-at-Arms
Virginia Riding	Chaplain

3. Approval of Agenda

There were a few numbering changes to the agenda.
The agenda was approved as amended.

4. Opening Thought

Virginia Riding, State Chaplain shared her Opening Thought with us. She compared the passage of time in our lives as a roll of toilet paper. At first, time seems to last forever as in a big roll of toilet paper. As we get older, the diameter gets smaller and time goes quicker. Life seems to be spinning faster than ever. Before we know it, this conference will be over and we will be saying, "Where the sheet did the time go?"

5. Review of Norms

Karen reviewed each of our norms. She read aloud each of the seven norms.

6. Marina District Conference Plans

6.1 Review of Program

President elect Sara reviewed the Marina District Conference Plans. We will be leaving by 8:15 A.M. There will be a champagne breakfast. Our guest speaker will be Todd Schroeder. We all appreciated the handwritten invitation from Shirley Kunze, Marina District Council Secretary and it was pointed out there was a wave on the cover of the invitation. It was chosen to compliment Karen's theme of this biennium to "Ride the Wave of Inspiration."

6.2 Review Jeopardy Game

Historian/Sergeant-at-Arms, Rosena reviewed our jobs to facilitate the Jeopardy Game.

7. Reconvening Thought

This was tabled until tomorrow as we wanted to power through more of the agenda.

8. Approval of Executive Board Minutes 11.2-4.18

The minutes were approved as written.

9. Correspondence

Questions were answered regarding the new online correspondence form we are using.

The new correspondence recorded as **received** were the following:

Susan Raffo - note to Karen - All Peninsula/South Bay Council Chapters have agreed to help host the State Convention in 2020.

Mollie Acosta - note to Karen - She's unable to attend the Marina District meeting.

Tanya Weish-Stoimenov - Tanya sent a receipt from Ronald McDonald House in Anchorage

Marie Hurst - Marie announced a donation in the names of Diana, Sara, and Karen to the Ronald McDonald House in Anchorage.

Sandra Gerrard - Sandra sent an invitation to the Executive Board to attend the Southern District in Rancho Bernardo on March 9, 2019.

Stefanie Fowler, State of Virginia Emergency Relief Chairman - A letter was received offering support to the CA sisters who were affected by the recent CA wildfires. A monetary donation was enclosed.

Ruby Maenpa - Colorado Alpha Gamma sent a monetary donation to CA sisters.

Vanessa Kirk Briley, Co-Director of Development - Vanessa thanked us for the Donation to the Ronald McDonald house in Anchorage.

Sally Sifuentes, Beta Eta Chapter Treasurer - A copy of a letter sent to Susan Goto was received..

Susan Goto, Beta Eta Member - A copy of a letter sent to Sally Sifuentes was received.

The new correspondence recorded as sent since our last Executive Board meeting in November.

Karen Kirby, State President sent a letter to the Southern District Council sisters in all SDC chapters re:We hope to see you at the SDC.

Karen Kirby, State President send a letter to all ICC sisters and all chapters re:We hope to see you at the SDC.

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

10.1. Current Budget Status Report:

Balances:January 24, 2019

Wells Fargo Bank

WD Checking	\$24,807.96
WF Reserve	\$43,004.10
WF Scholarship	\$ 9,762.66

TOTAL Bank Accounts \$77,574.72

Investment Accounts

ADK Foundation-Noel Leonard \$52,760.35

TOTAL Investment Accounts \$52,760.35

OVERALL TOTAL \$130,335.07

Other Important Information

Altruistic Sales since 6/1/18 \$ 671.00

Altruistic Sales since 4/29/13 \$3,067.30

CA Crisis Fund-EHE \$6,989.80

ADK Foundation \$2,659.91

New Day for Children \$1,065.00

Noel Leonard Scholarships

First Timers (8) State Convention \$800.00

Leadership (5) Regional Conference \$500.00

Eleanor Bendell \$3,000.00

Excellence in Education \$200.00

District Mini-District Scholarships

(1)Northern (1)Southern \$1,000.00

TOTAL SCHOLARSHIPS \$5,500.00

10.2 SALES AT MARINA DISTRICT CONFERENCE

Tabled until after the Marina District Conference.

10.3 Bank Account Update

The changing of names on our bank account took over two hours. Diana is now off the account and we have added Sara Cooper onto the account. Diana will look into changing 3,000 points earned on the credit card to cash.

10.4 Educators Helping Educators Fund

There was one application. Mary Krause, Beta Tau was nominated for the funds.

MOTION: A motion was made by Diana and seconded by Rosena to give \$300.00 to Mary Krause per the application submitted by Sara Cooper on Mary's behalf to receive help from the Educators Helping Educators (EHE) Fund. The motion passed.

10.5 State Convention Fund

It was reported that this account has been closed. \$5,919.14 was the balance. The seed money is returned to the CA Alpha Delta Kappa bank account after all convention bills are paid. \$5,919.14 was returned to the bank account. We need to isolate the seed money for the state conventions.

10.6 Sara's Gift Card Idea

Sara led a discussion to give a gift card to every certificated educator who lost a home in the Paradise, CA fire. She would also like a handwritten note given with each gift card which would include a reference to Alpha Delta Kappa and the reason the gift card is given. Sara will contact their local teachers' union and their district office to gain further information for us. We will revisit this idea at the March meeting after further exploration by Sara. She will email her findings to us so we will have time to think about our decision before the March Southern District Conference.

11. Membership Report

11.1 Membership status

Mari Page, Vice President of Membership gave her report. She passed out a Membership Information sheet to us with the following statistics:

Active membership	1139 (-6 Upsilon, -2 Beta Iota)
Total Active CA membership	1131
Reinstated	1
Transferred	4
Pending members	3
Resignations	17
Disbanded Chapter	Upsilon disbandment 1.4.19
Disbanding Chapters	Alpha Omicron/ Gamma Sigma

Number of Chapters	47
Lapsed Chapter	Gamma Sigma

11.2 Dissolution of Alpha Omicron, Upsilon, and Gamma Sigma.

No paperwork has been received from Alpha Omicron or Gamma Sigma.

Karen has done research into why we are losing chapters. She shared her findings. She calculated how many years the members of these chapters that are dissolving have had in Alpha Delta Kappa. Most of the members had a multitude of years in our organization.

Karen will also look into whether or not sustaining members have received their diamond certificates.

11.3 January Message from Betty Jo Evers, SW Regional Membership

Betty Jo's January Membership Newsletter was shared with the Board. Chapters. Were urged to add new members during this 2019 Membership Campaign. All paperwork and fees are due into Headquarters by April 30. Betty Jo challenged sisters to find \$1.00 bills that have the letters A, D, or K in the circle to the left of President Washington's picture. This could be used for spending money in Minneapolis.

The meeting was recessed after 8:00 P.M. until tomorrow after the Marina Conference.

The meeting was reconvened at 2:35 P.M. on Saturday, January 26, 2019 by Karen.

Reconvening Thought was shared with us by Virginia. It was from a book called "Thoughts to Live By-Inspirational for Alpha Delta Kappa" by Ralph H. Dumont. Virginia wished all of us a wonderful new year.

12. Bylaws certification update

Diana has simplified the process. She has put it on the California website. Each chapter should save save the document and put their chapter name on it. Terms of the state officers were discussed and California is in alignment with International Bylaws.

13. Unfinished Business:

13.1. Approval of Policies and Procedures sections

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

The Board revisited this policy to determine its validity. It was decided to leave this section in the Policy and Procedures.

13.1.2. Section C: Finance/Expense/State Convention Operational Funds (seed

Money: Number two was changed to add "return all remaining funds". Number four was changed to add "funds in excess of the seed money lent from the state" and delete "unexpended funds from the Convention". Number six was added to describe procedures when there is a short fall and not all seed money can be returned to the checking account.

13.1.3. Section D: Scholarships, Grants, and Awards/ Eleanor Bendell State Scholarship: Application Procedure

Number seven was added with the following language: Committee members shall recuse themselves if any candidate is a member of their chapter or a personal friend.

13.1.4. Section D: Scholarships, Grants and Awards/District Mini-Scholarships

Number six was added with the following language: Committee members shall recuse themselves if any candidate is a member of their chapter or a personal friend.

13.1.5. Section H: Regional Conference/Noel Leonard Leadership Grant: Southwest Regional Conference

The amount of grants awarded was changed from 12 to eleven to reflect the current number of California districts.

13.1.6. Section J: International Convention/State Board Participation

Recording and Corresponding Secretary language was removed to reflect the officers of the current State Executive Board,

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

Karen urged the Board to read Policies and Procedures.

13.2 Technology Chairman/Webmaster Job Description

Diana read through the Technology Chairman/Webmaster Job Description with us. Questions were answered.

MOTION: A motion was made by Sara and seconded by Rosena to accept the Technology Chairman/Webmaster Job Description as presented. The motion passed.

13.3 Review Recommendations from State Convention Reports

13.3.1 Review of sections 5.0 and 6.0

Section 5.0:

The following recommendations were made by Robin Burns, Beta Rho The California State Scholarship Chairman 2017-2018:

- Post the rubric for the Mini District application on the ADK California website.
This is ongoing.
- Consider streamlining the process for the Eleanor Bendell State Scholarship Award. The resume can include the last five years of professional experience, instead of including all of the professional experience that could go back 20 years or more. A lengthy discussion was held by the state

executive board. Karen said she would look into streamlining the application.

- Specific information needs to be given to the state scholarship chairman as to who receives the chapter president letter of recommendation that was written for the Eleanor Bendell applicant and who receives the photo of the applicants.

A discussion was held regarding the purpose of this photo. This will be considered.

- Identify an alternate scholarship committee member who can fill in if one of the committee members is unable to fulfill her duties. A discussion was held regarding the necessity of this alternate. This was accepted.

The following recommendations were made by Rosena Kruley, Beta Alpha, Northern and Valley State Altruistic Chairperson and Hilary White, Gamma Tau Mina and Southern State Altruistic Chairperson

- Develop an Excel template to simplify the reporting process
Rosena has developed this. Rosena will send the Excel sheet to Diana so that it will be put under the Executive Board Resources. Diana will email it to Hilary.
This recommendation was accepted.
- Communicate consistent due dates and procedures throughout the organization at all levels, i.e., National, State, and Chapter. The first year and the second year of the biennium have different dates. Liaisons need to emphasize the proper dates.
This recommendation was accepted.
- Consider implementation of an automated, self-reporting computer system to simplify the process and insure accuracy. This recommendation will be considered. Karen will ask the Regional Altruistic Chairman to pass this suggestion on to the International Board.

The following information was provided by Janet Armstrong, Gamma Kappa, and State Technology Chairman.

- Janet notes that web hosting and domain name are ongoing costs of maintaining the website. The domain name and domain name privacy will expire on 1/30/21.
The iPage will expire 1/30/19. In the new biennium payment information will need to be updated. She continues that the (ICANN) Internet Corporation for Assigned Names and Numbers requires that domain information be verified each year. Janet recommends that our current website be maintained. This recommendation is ongoing.

The report of the California State Bylaws Chairman, Susan Raffo, Beta Rho was read.

- Susan has aligned the California State Bylaws document with the International Bylaws. The key statement is the following: In order for the state and its chapters to maintain their “non-profit” status with the IRS, bylaws must be aligned with the International bylaws each time there are

changes. She added that the Letters of Certification from chapters are stored and tracked digitally.

There were no recommendations at this time.

The report of the Excellence in Education Committee Chairman, Andrea Street, Gamma Zeta was read.

- Andrea stated there were several small issues and concerns. Most were digital transmission problems. She sent Karen a second document with a copy of her final report. Karen has kept this document and will use it as a reference.

There were no recommendations at this time.

The report of the California State Altruistic Project Chairman, Linda Warfield, Beta Eta was read.

- The recommendation for improvement was that it is important to contact committee members immediately after the State Convention to set up their working relationship for the upcoming biennium. This recommendation was adopted. It was also noted that the Committee should respond when a project has been received. Karen wants all applicants of the projects selected for the ballot to be notified. Each applicant should be thanked for their submission.

The report of the World Understanding Chairman, Grete Lima, Beta Iota was read.

- Grete would like to create a link from the CA website to the International website in order to update International World Understanding projects, activities, and events. This recommendation was accepted.
- Update the new chapter resource on the website with lists of authors, books, and speakers which have to do with World Understanding. This recommendation was accepted and is in progress.
- Provide a link on the CA website to updates on ITE students from the International website. Put ITE students under World Understanding on the CA website. This recommendation was accepted and is in progress.
- Consider the possibility of promoting a CA World Understanding activity or event. This recommendation is under consideration.
- Contribute World Understanding articles to the CA Newsletter and file them on the website. This recommendation is ongoing.

The report of the Resolutions Chairman, Sandi Roullier, Beta Eta was read.

- Sandi suggests to continue to forward past Resolution Chairman reports both in hard copy and digital formats for a seamless transition between each biennium. This recommendation is ongoing.

The report of the Qualifications Chairman, Mari Page, Gamma Mu was read.

- Mari recommends that both digital and hard copy applications should have a place to indicate candidates' intention to attend the convention. Diana will do this.
- Update the display board to include candidates' reasons for running for state office. This recommendation was accepted and completed.
- Committee members need to be comfortable responding to emailed information. This recommendation is ongoing.

Section 6.0 of the Reports of State Convention Committee Chairmen was tabled until a future Executive Board Meeting.

13.3.2 State Officers and Committee Chairs Manual

Karen reported that a manual listing duties is needed for State Officers, Committee Chairmen and Members, and Convention Chairmen as stated in California Alpha Delta Kappa Policies and Procedures. The manual will be posted on the California website. Karen is working on creating the manual.

13.3.3 Snapfish videos

Karen asked Rosena to table this until a future Executive Board Meeting.

13.3.4 Reporting of Omega members/condolences

Karen wants to do some more research on this topic and so it was also tabled until a future Executive Board Meeting.

13.3.5 Electronic scrapbooks on CA website

Sara reported that this is feasible and possible. She has done the research and has found that a portable hard drive can be purchased which would have a terabyte of memory.

MOTION: A motion was made by Diana and seconded by Rosena that we spend up to \$200 from the Office Equipment line item to purchase a 2 terabyte or larger external storage drive to store our CA Alpha Delta Kappa archives. The motion passed.

13.4 Reassignment of Corresponding Secretary Duties

This was discussed and the position of Corresponding Secretary has been eliminated. Diana, Virginia, and Anita worked as a committee to reassign the Corresponding Secretary's duties. They presented a suggested list. Karen will incorporate the reassigned duties in the duties manual she is developing.

13.5 Revise State Officers' Job Descriptions

Karen went over several updates and changes to the job descriptions. Revised State Officers' job descriptions will be sent to each officer once the revisions are complete.

13.6 Feasibility Study for Passed Resolution

Diana presented her committee's Feasibility Study Progress Report. The committee consists of Diana, Marlene, and Rosena. Here are their findings:

The committee has agreed that an important next step would be to poll the chapters to find out how many members would be interested and willing to pay to have a hard copy of communications mailed.

For members to answer that question, they would probably ask what the approximate cost would be. After research online, here is some general information. The cost per color copy averages out to \$.32 per two-sided color page. For a ten page newsletter, the cost would be \$3.15.

Postage for 5 sheets would require one stamp at \$.55 per ounce. An envelope would be about \$.05 each. The minimal cost for a 10 page newsletter printed on both sides would be \$3.75. If the newsletters are longer, expense would be higher. Four mailings per year at \$3.75 each would be \$15.00. This cost would be for the bare minimum. Before we poll the chapters, it was suggested that the CA Executive Board provide input for a few other questions our committee has raised:

- What communications would be mailed?
 - a. President's Newsletter - 4 times per year?
 - b. President's Liaison Reports?
 - c. Convention Packet?
 - d. Other?
- Would the fee charge be annual, non-refundable to be collected by the chapter treasurers and transmitted to the state treasurer along with annual dues?
- Who would be responsible for ordering the printing, collating, stapling, folding, addressing envelopes, obtaining postage and mailing the items?

Following the state executive board meeting today, the chapter presidents will be polled. The committee will review the responses and study the pros and cons of taking on this responsibility. The committee anticipates the report and recommendation will be presented at the March 9, 2019 state executive board meeting.

14. New Business

14.1 International Convention plans

14.1.1 Reception for IPE

Several ideas were discussed. The reception for the IPE would possibly be one hour long and may cost \$10 per person to attend a wine and cheese event. This discussion was tabled until March.

14.2 Sales at the International Convention

Karen reported that there would be a charge of \$25 per table. A discussion ensued but it was decided we would not have a table as we only have 2 more shirts to sell and no one wants to take the purple Alpha Delta Kappa bags nor the pins all the way to Minneapolis.

14.3 Mini grant recipients

Marlene reported that there were two District mini grant recipients for \$500 each. They were Debbie Waltzer, *Iota*, from the Southern District and Kathleen Waffle, *Beta Eta*, from the Northern District.

14.4 New State Scholarship Committee Members

Karen reported that there are new State Scholarship Committee Members. These new members are Nan Caldwell and Addie DeMedeiros, Beta Pi, representing the Northern and Valley Districts. Diana Poettgen, Gamma Mu, will represent the Marina and Southern District. Karen thanked each of these sisters for volunteering.

14.5 Liaison Report Feedback

Marlene turned in her liaison report for her Council. There were no issues to be brought before the Executive Board. Diana will make sure the liaison reporting form is easily accessible on the CA website.

14.6 January newsletter

Karen reported it has been sent out with the assistance of Diana.

14.7 Longest Day

Diana reported that California will once again host a team called California Cares to participate in the Alzheimer's Association's annual Fundraising activities. This is called the Longest Day and will be held on June 21, 2019. Fundraising activities don't have to be held on that date. Diana, our Immediate Past State President, continues to be the Chairperson of the California ADK effort to raise money. Look for details coming to your chapter president. Last year, California was fourth in total donations, missing third by a slim margin.

14.8 Evaluation of the Marina District Conference

Rosena reported that at her first glance at the evaluation forms most of the sisters were pleased with the conference. The venue was quite comfortable. The food was fine and the speaker was exceptional. The board enjoyed the question and answer time following Todd Schroeder's speech about donating vital organs and tissues to needy recipients, most of whom have been on waiting lists for an inordinate amount of time. We were all exceptionally pleased with the outstanding table decorations by Beta Theta. Karen appreciated how kind they were to incorporate her biennium theme of "Ride the Wave of Inspiration". Marlene took a beautiful photo of the table decorations, the suggestion was made that Karen put

this photo in her next newsletter. The programs were also keeping with the theme and Delta did a superb job on them. The Opportunity Bags were well received. Alpha Iota picked the place, the speaker, and made those tasty Goodie Bags. Everyone truly enjoyed the Fraternity Education Jeopardy Game.

14.9 Southern District Conference

Sara reviewed the travel plans with us. The date is March 8-10, 2019. The Southern District Conference will be held in Rancho Bernardo.

14.10 Review and payment of bills

Approval of the bills was tabled until the morning meeting tomorrow.

15. Announcements

- 15.1 Jan. 1-April 30, 2019 Membership Campaign**
- 15.2 Jan. 31, 2019 Regional Professional Development Scholarship deadline**
- 15.3 Feb. 15, 2019 Fine Arts application due**
- 15.4 Feb. 15, 2019 Living Memorial Scholarship application due**
- 15.5 March 1, 2019 ADK Future Educator Scholarship application due**
- 15.6 March 1, 2019 Maxine B. Pettibone Scholarship application due**
- 15.7 March 9, 2019 Southern District Conference, Rancho Bernardo**
- 15.8 March 15, 2019 Chapter bylaws certification letters are due to Susan Raffo**
- 15.9 June 21, 2019 Longest Day**
- 15.10 July 17-20, 2019 International Convention Minneapolis, Minnesota
Hilton Hotel (arrive July 16 and depart July 21)**
- 15.11 July 13-16, 2020 NW/SW Conference Honolulu, Hawaii**

16. Other

- Sara has been added as the Key Executive with Control of the Entity on our Wells Fargo Bank accounts.
- Diana has been removed as the Key Executive with Control of the Entity on our Wells Fargo Bank accounts.
- We have received an invitation to host the 2020 California State Convention from Susan Raffo, President of the Peninsula/South Bay Council.
- Marlene will update the ADK purple bag, pins, and shirts sales at the Marina District Conference at the March Executive Board Meeting.

MOTION: A motion was made by Sara and seconded by Rosena to accept the invitation from the Peninsula/South Bay Council to host the 2020 State Convention. The motion passed.

Anita has been directed to write an acceptance note to Susan Raffo, President of the Peninsula/South Bay Council.

17. Closing Thought

Virginia bid the board adieu by quoting Joaquin Miller:

The fairest flower in the garden of life
Is the fellowship of friends.
Time but glorifies its beauty
With a fragrance that never ends.
No cloud can dim its loveliness,
No storm its petals part.
For the flower of friendship dwells forever
In the shrine of the human heart.

18. The meeting was adjourned at 8:30 P.M.

19. The meeting was re-convened at 9:00 A.M. on Sunday, January 27, 2019.

The bills were passed around and reviewed by each Executive Board member.

MOTION: A motion was made by Virginia and seconded by Mari to pay the bills as presented. The motion passed.

Respectfully submitted,

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

Board Meeting Follow--up:

Post Jan. 24 – 26, 2019 conference assignments:

Diana:

1. Revise EHE application form
2. Put altruistic Excel sheet in EB Resources. Email Hilary with this Excel sheet
3. Link WU projects etc. to International
4. Link to ITE on International
5. Add box to indicate candidate is coming to state convention
6. Longest Day blurb for newsletter: instructions on how to log in and join team; how to donate
7. Liaison report form: change access

Marlene:

Send \$300 to Mary Krause

Rosena:

1. Send Excel sheet to Diana
2. Research Snapfish videos

Sara:

1. Contact Paradise teachers' Association: ask if they are unified; ask if they have a fund we could donate to that would directly benefit teachers
2. Summarize findings and email to EB

Mari:

1. Call International to get definition of a lapsed chapter
2. Forward to EB Betty Jo's membership messages

Anita:

1. Write acceptance letter
2. Thank you to Channel Islands
3. Write Minneapolis travel tips for newsletter

Everyone:

Read Bylaws letter and template and be ready for questions at council meetings. Template is sent electronically to Susan.

Karen:

1. Call International re: Sustaining Diamond sisters. Did they get their certificates?
2. Revise and reduce State Scholarship application
3. Call Kathy Raschka. Show flash drive
4. Send to chapter presidents altruistic report corrections of date due to CA chairmen,
5. Regional altruistic chair: Suggest an online altruistic report form that automatically compiles the data like the CAN
6. Remove corresponding secretary duties I added. Replace with list from committee

7. Do more research on Omega
 8. Send out California State Chairman/Committee Members revised duties
 9. Become a member of Longest Day Calif. Cares
 10. Send revised job descriptions to EB
- Post Jan. 24 – 26, 2019 conference assignments: