



California Alpha Delta Kappa
Executive Board Meeting
November 2nd, 2013
Fresno, California

1.0 Call to Order: California State President Mollie Acosta called the meeting to order at 3:00 P.M.

2.0 Opening Thought _____: Rebecca read a selection titled “Hedgehogs”, author unknown. It described how hedgehogs worked together to keep warm, despite their quills. After the dire consequences of distancing themselves from each other, the hedgehogs learned to live with “the little wounds caused by the close relationship with their companions”. The selection ended with the idea that the best relationships are when we learn to live with the imperfections of others while admiring others’ good qualities.

3.0 Silent Roll Call:

Members Present:

Mollie Acosta	President
Susan Raffo	Immediate Past President
Mary Ann Englehart	President-elect
Kerry Hackman	Vice-President
Diana Galvan	Treasurer
Karen Kirby	Recording Secretary
Lynne Keating	Corresponding Secretary
Monica Meade	Historian/Sgt-at-Arms
Rebecca Sikes	Chaplain

Guests Present:

Kelly Meade

4.0 Approval of Agenda:

There were no additions to the agenda.

MOTION: Karen moved we approve the agenda as presented. Monica seconded the motion. Motion passed.

5.0 Approval of Minutes:

Karen thanked Susan for her editorial acumen and assistance in reviewing the minutes. She thanked Diana for assisting in clarification of the minutes budget section. A correction to the

minutes of October 12th, 2013, section 4.0 was made. The word 'minutes' was changed to the word 'agenda'.

MOTION: Susan moved we approve the minutes of October 12, 2013 as amended. Kerry seconded. Motion passed.

6.0 Correspondence: Lynne read the text of all sent and received correspondence.

6.1 Sent

- * Lynne sent Sandi Roullier, Sierra Council Co-President, a thank you note for providing an excellent Northern District Conference.
- * Lynne sent Sheila Farnsworth, Sierra Council Co-President, a thank you note for giving us a wonderful Northern District Conference.
- * Lynne sent Marilyn Bracelin, Delta Council President, a thank you note for providing an excellent Northern District Conference.
- * Lynne sent Susan Goto, Beta Eta, a thank you note for her hospitality and for organizing the Friday night dinner for the Executive Board and Northern District Council sisters.
- * Lynne sent Stephanie Sugano, Beta Eta, a thank you note for directing the performance of the Roseville Cooley Middle School Jazz Band, the entertainment at the Northern District Council Conference.
- * Lynne sent Diana Galvan, Beta Eta, a thank you note for her hospitality and for providing a delicious meal for the Executive Board on Saturday night.
- * Lynne sent a sympathy card to Barbara Murray, Alpha Iota, for the loss of her sister.
- * Mollie sent Susan Goto, Beta Eta, a personal thank you for her efforts in making our Friday night dinner so enjoyable.

6.2 Received

- * An email was received from Barbara Stanfield, International Executive Board in which she sent Founders' Month greetings.

7.0 Budget/Expenses:

7.1 Treasurer's Report: Diana presented a reimbursement request from Carol Taylor for expenses at the Northern District Conference. Discussion followed, including clarification from Policies and Procedures, reimbursement section.

MOTION: Rebecca moved that the cost of Carol Taylor's one-night hotel stay on October 11, 2013 for the Northern District Conference be paid due to the need to resolve banking issues with the Wells Fargo California State account. Susan seconded. Motion passed.

7.1.1 Circulation of bills to pay: The Board circulated and examined the reimbursement slips. Diana reminded everyone that according to Policy and Procedures original receipts must be submitted for reimbursement.

7.2 Budget and Balances:

7.2.1 The 2012-2014 Budget Update:

Diana distributed the Account Balances sheet dated October 29, 2013. The Account Balance sheet reflects the current balances in the CA AΔK bank accounts and investment accounts.

The Wells Fargo accounts and balances as of 10/29/13 are:

Checking Account	\$10,621.05
Reserve Account	\$45,899.82
Scholarship Account	<u>\$13,596.513</u>
Total Bank Accounts	\$70,117.00
Noel Leonard Foundation	<u>\$40,762.91</u>
Overall total	\$110,879.91
State Convention Fund	\$10,962.05
Total Outflows	<u>\$ 7,860.42</u>
Net total	\$ 3,101.63

Diana presented the Board with the budget report for 2013- 2014 dated October 29, 2013. The spreadsheet showed income and expenses with actual amounts, budgeted amounts, and the difference between these amounts for each budget line item. Diana directed the Board's attention to the Chapter Dues line item, which shows a difference of - \$24,860. Dues have not yet been collected. This difference will be rectified once dues are collected. One chapter, Gamma Beta, has already sent in all their members' dues. The difference of -\$1,200.00 in the Noel Leonard Leadership fund shows money that has not yet been awarded. The difference for the Scholarship line item is not an actual deficit. The number reflects the amount in the budget not yet spent for scholarship. The Total Income line item shows a difference of - \$23,590, which will change once the category differences are rectified and all dues have been paid. The bottom line of the Income section is:

	ACTUAL	BUDGET	DIFFERENCE
TOTAL INCOME	6,309.61	29,900.00	-23,590.39

The Board examined the Altruistic section in Expenses. The section shows the expenses for the shirts and pins. The Board also examined the Travel section in Expenses. The differences in this area reflect expenses in each line item. The bottom line for the Expenses section is:

	ACTUAL	BUDGET	DIFFERENCE
TOTAL EXPENSES	18,105.30	29,900.00	11,794.70

The bottom line for the budget is:

	ACTUAL	BUDGET	DIFFERENCE
OVERALL TOTAL	-11,795.69	0.00	-11,795.69

The final difference is not a deficit. It reflects the difference between the amount budgeted and the amount spent and does not yet reflect dues to be collected. The lines will rectify once dues are collected.

7.2.1a Dues: The budget sheets shows income of \$340.00. This is from one chapter, Gamma Beta. Expected dues collection is \$25,200. This projection is based on a loss of 50 members last year.

7.2.1b California Pins/Shirts: 126 of the 499 pins have been sold. We show a profit of \$183.50 to date. One hundred more shirts were ordered. We sold 5 shirts at the Valley District Conference. Of the remaining shirts, Susan and Diana will take some to sell in their Districts. Kerry will take the rest to be sold at the Marina and Southern District Conferences and the State Convention.

7.2.2 Proposed 2014-2016 Budget: Diana suggested consolidations be made to budget line items:

1. Line items related to printing expenses be combined into one line.
Rationale: This will streamline reporting.
2. Consolidate travel line items for State President, President-Elect, Immediate Past President, Vice-President for Membership, and Treasurer into one line item for the Regional Conference section. The same should be done for the International Convention section. Rationale: Guidelines regulating these expenses for these officers are listed in Policies and Procedures. Consolidation would streamline reporting.

Diana distributed the 2014 – 2016 Proposed Budget for California Alpha Delta Kappa prepared by the State Treasurer and Budget Committee under the direction of the State Executive Board. Diana also distributed a sheet with

budget descriptions compiled from the Policy and Procedures Manual that gives direction to the Executive Board regarding the disbursement of each item in the adopted budget. Diana requested the Executive Board review the proposed 2014 – 2016 budget and guidelines and send corrections to her by November 10. Diana will forward a final copy to the Board by December 1, 2013. The 2014 – 2016 Proposed Budget will be included in the State Convention packet distributed in January, 2014.

MOTION: Susan moved that the Proposed Budget for 2014 – 2016 with Budget Descriptions be approved. Kerry seconded. Motion passed.

Diana stated only 3 chapters statewide have not submitted the C1 reports and e-postcards. She thanked the Board for assisting her in getting delinquent chapters to submit their reports.

7.3 MOTION to Pay Bills:

MOTION: Mary Ann moved to approve the payment of the bills as submitted. Lynne seconded. Motion passed.

8.0 Unfinished Business

8.1 Presidents' Council Handbook Updates:

Mary Ann continues to send updates to Webmaster Janet Armstrong. She suggested a section in the Presidents' Council Handbook, "Planning District Conferences by Host Councils" be added requiring a projection screen be provided at all District Conferences.

8.2 Membership Report:

Kerry's membership report was the same as in October. CA-AΔK has a total of 53 chapters plus one sustaining chapter. Currently there are 1,342 members. Kerry has received no paperwork reporting reinstatements or transfers since our March meeting. There are 31 sustaining members. There are 3 new members and no resignations reported since March. Three members have gone to the Omega Chapter since March of 2013. Kerry will ask Carole Taylor to e-blast a dues reminder to all members. Kerry reminded the Board that members may go on active leave without resigning. She will be sending dues letters to sustaining members. She will submit a letter about membership to the State newsletter.

Discussion was held regarding timely communication between International, the Membership Chairperson, and the State President when someone joins the Omega Chapter. International needs to adjust the online form for reporting new Omega members.

8.2.1 California Membership Award

Susan distributed a job description for the California Membership award.

8.2.2 Marina District Needs

It was determined this was actually a need by the Channel Islands Council. Board members will investigate ways to assist the Council in expanding.

8.2.3 Resignations

There are no resignations at this time, but that may change as dues are collected.

8.3 California World Understanding Committee/Disaster Relief:

Susan distributed a draft for a new Policy and Procedures that names the State Standing from the California Manual for Officers and State Standing Committees. These pages define the duties of the State Standing Committees, appointment procedures, job descriptions/duties, and reimbursements procedures. The duties listed (#3 through #6, pages 22 and 23) are the same for all other standing committee chairmen. An effort has been made to coordinate the Policy and Procedures with job descriptions found in the California Manual for State Officers.

Establishing a World Understanding Committee continues to be an item on the Executive Board agenda. The International Bylaws specify that a World Understanding Committee is one of the required committees for each S/P/N. Susan distributed a DRAFT of a job description for a CA World Understanding Committee/Chairman. During her research, Susan discovered there is no job description available.

Diana suggested that wording be included in the World Understanding job description that reflects California's focus and intervention at the state and national level, as well as the international level. Mollie asked the Board to review the World Understanding draft, and offer suggested changes in this job description and a possible new name when we address the draft at the January Board meeting. Susan reminded the Board that International Bylaws require a World Understanding Committee.

Mary Ann has been asked to review and revise the Officers Manual and prepare a digital copy to be uploaded on the Website. Karen will request any current Board members who have revised Board member job descriptions to send them electronically to Mary Ann.

8.4 2014 State Convention:

Mollie visited the hotel in Ontario where the State Convention will be held. She tasted meal samples offered by the hotel staff. She polled the Board for menu suggestions for the three courses offered both for lunch and dinner, with salad and dessert included.

Lynne is pursuing possible entertainment sources. There will be a student musical production prior to lunch. Kerry is working on an elementary show choir performance for the dinner entertainment. The superintendent of Kerry's school district, Etiwanda School District, will give opening remarks. She noted how pleased he is to be a part of our conference.

Mollie passed out officer duties for the Convention to each Board member. She asked everyone to start on the duties.

8.5 Joint NW/SWR Conference, July 8-10, 2014, Cheyenne, Wyoming:

Kerry, Becky, Mollie, Susan, Lynne, and Andrea Smith have submitted presentation proposals.

California's responsibility is to work at the registration tables both July 7 and July 8. We need to develop a plan that puts someone at the table on the 7th.

Sergeants-at-Arms positions will need to be filled. They do not have to be Board members. Let Mollie know if you are aware of someone who could fill these positions.

We will need to coordinate our travel plans from Denver to Cheyenne. We will do so in January.

As a point of information, Susan passed out two Policy and Procedures sheets for regional conferences. One covered reimbursement for the Executive Board. The other covered reimbursement for additional Executive Board members.

California has been asked to bring five items for door prizes valued at \$10-\$15 each. They should be small enough to carry on the airplane.

8.6 Review of the Noel Leonard Leadership Grant Process:

Mollie will prepare a clear description of the Noel Leonard Leadership Grant process. The description will be included in the January convention packet. This will aid Councils in choosing first-time convention attendees to receive the grant.

9.0 New Business

9.1 Policies and Procedures:

Susan and Diana worked on reorganizing and restructuring the Policy and Procedures Manual. At the last meeting the Board approved paying for additional day at the hotel so they could work on the State Policy and Procedures. Effort was made to clarify, consolidate, and cross-reference all sections and subjects. The goal is to finish reorganizing and restructuring by January and have the Policy and Procedures Manual available electronically. Electronic maintenance will facilitate updating. The table of contents will have hyper-links. Susan and Diana distributed drafts of the following Policy and Procedures.

State By-Laws: This will be the first page in Policy and Procedures Manual. In lieu of submitting the bylaws to International for certification, the state Bylaws chairman may send this policy statement from California's Policy and Procedures Manual. This procedure is in compliance with the Bylaws amendment passed at the International Convention on July 6, 2013. International is developing final language, so this document may need to be revised.

California Website: We will now have a policy covering the website with specific procedures for its governance delineated. Susan asked the Board to review this policy for additions and/or corrections.

International Excellence in Education Award: Excellence in Education is an International award with a very specific timeline. Because California participates in this award, a Policy and Procedure needed to be developed. The Board will review this draft.

Liaisons to Chapter Presidents' Council: Policy describes assignment of liaisons. Procedures define liaisons' job descriptions.

Convention Packet: This section describes specific items to be included in the packet and gives a distribution list. The packet will be available on the California website. Hard copies will be available by mail upon written request.

Finance/Income: All accounts are now defined in this section. Some items were consolidated.

Mollie thanked Susan and Diana for their extra time and exemplary effort. It was noted that they worked from Thursday at 1:00 into Thursday night and all day Friday.

9.2 Liaison Reports

Reimbursement procedures were discussed and clarified. As per the minutes of March 9, 2013, State Board members shall be reimbursed for mileage, parking, and tolls when representing the State Board at any council meeting. Only one Board member will be reimbursed for each meeting.

There were no liaison visits during the time period between October 12, 2013 and November 2, 2013. Therefore, there were no reports.

9.3 District Conferences

Mary Ann reviewed the evaluations of Valley District Conference. The evaluations were very positive, with "5" circled most times. Comments on the evaluations: Board members' reports were entertaining and enthusiastic. Speakers needed a microphone.

Lynne will compose thank you notes to Fresno/Clovis Council President Maureen Chase, Gamma President Linda Barker, and Gamma sister Donna Sullivan for help with the venue. She will also send a thank you note to the choral group and their director Sandra Bright, with a special thank you to the pianist.

Marina District Conference: The Marina District Conference is January 11, 2014 in Seal Beach. Everyone received invitations. Mary Ann will make hotel reservations and send details. Diana will send our registrations. Board members were asked to coordinate transportation and look for good fares.

10.0 Technology/State Website:

Any Convention changes will be updated on the website. An e-blast will be sent to ask for new Omega Chapter members and to remind historians of the historian project deadline.

Other officers were directed to submit the following items for the CA AΔK website:

1. Monica will post a reminder of the two pages to the Historian's book deadline of March 15.
2. Diana will post an update about dues deadlines.
3. Rebecca will post a reminder about submitting the names of new Omega sisters so they will be included in the Omega Service at the State Convention.
4. Kerry will post information about the California Membership Award.
5. Janet will post a directory of International Support Staff and/or a link to their directory on the International website.

Karen was directed to purchase and disseminate flashdrives for State Officers, State Standing Committee Chairmen, State Convention Chairman, and State Convention Committee Chairmen for the purpose of electronically transferring all documents related to their duties. Flashdrives will be included with the request for reports.

11.0 Announcements/From the floor:

There were no announcements from the floor. Dates to remember:

November 15th Postmark Deadline for State District Mini-scholarship Applications

November 16th-17th ITE Weekend at Headquarters in Kansas City

November 20th **Deadline for State Newsletter Articles (new)**

November 30th Candidate applications for State Executive Board offices due.

December 1st Excellence in Education Award Nomination Form due to International

January 11th Marina District Conference, Orange Coast Council hosting

March 8th Southern District Conference, Inland Cities Council hosting

12.0 Closing Thought: Rebecca read “Teachers Are Special” by Allison, age 7. A special teacher

1. Loves her kids; 2. Helps you out; 3. Always has a smile; 4. Is fair with kids; 5. Is full of surprises; 6. Takes good care of us; 7. Has smart brains; 8. Tries her best; 9. Likes to laugh; 10. Listens to her heart.

13.0 Adjournment: Meeting was adjourned at 7:00 P.M.

Submitted by,
Karen Kirby
Recording Secretary
California State Executive Board