



California Alpha Delta Kappa

Executive Board Minutes

March 8 - 10, 2019

Holiday Inn Express, Rancho Bernardo, CA

1. Call to order

Karen Kirby, State President called the meeting to order at 3:00 P.M.

2. Silent Roll Call

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

Members Present:

President - Karen Kirby, Gamma Mu
President-Elect – Sara Cooper, Beta Iota
Vice President/Membership – Mari Page, Gamma Mu
Treasurer – Marlene Cordova, Phi
Historian/Sergeant-at-Arms – Rosena Kruley, Beta Alpha
Chaplain – Virginia K. Riding, Gamma
Secretary – Anita Brown, Alpha Lambda

Members Absent: Diana Galvan, Beta Eta

3. Approval of Agenda

There were a few changes to the agenda: 9.4.4 was moved to tomorrow. Sara's research into possible Educators Helping Educators recipients. Anita asked if we could share personal experiences with other chapters under 15, Other. Karen wanted to add under 4.2 that Altruistic Reports are due to the state on March 15, 2019. The agenda was approved as amended.

4. Opening Thought

Virginia Riding, State Chaplain, shared her Opening Thought with us. We have reached the last district conference of the first year of our biennium together. She read a poem entitled "Trails" by Mabel Meadows Staats, a Florida Mu sister in the collection of Alpha Delta Kappa Thoughts To Live By compiled by Florence Hendricksen. Virginia pointed out that from the Earth a plane's arching path is touched with golden light. Sometimes we forget that our trails are not always easy for us to perceive. She wants us to shine brightly even if we are not always aware how much we may be inspiring those sisters who attend the Southern District Conference today.

5. Review of Norms

Karen reviewed our seven norms. She read aloud each one of them.

6. Southern District Conference Plans

6.1. Review of the Program

Sara Cooper, President Elect reported that Sandy Girard, the Council President is ill. Alice Bullard and Trina Gerdes-Hughes are coordinating the event for her. There will be a plated breakfast. The speaker's topic will be ovarian cancer.

6.2. Review Jeopardy Game

Rosena Kruley, State Historian/Sergeant-at-Arms, reviewed our jobs.

7. Approval of Executive Board Minutes from January 25-27, 2019

Anita thanked Karen and Diana Galvan, Immediate Past President for their help with 13.1.1 Approval of the Policies and Procedures sections. In section 12 there was an extra word "save" that needed to be deleted. Under 13.3 Review Recommendations from State Convention Reports in Section 5.0 Rosena has sent her half of the report to Hilary. Hilary will then give all of it to Diana. In 14.8 put a space in the second line between sisterswere to read sisters were. The minutes were approved with the above corrections.

8. Correspondence

Correspondence received:

Marlene received a thank you card from Kathleen Waffle, Beta Eta to thank the Executive Board for the recent \$500.00 Mini-Scholarship she received. Marlene received a card with a donation of \$100.00 from Sheila Saint, Treasurer from Las Vegas, Nevada Gamma Chapter. Anita received a thank you card from Mary Krause, CA Beta Tau thanking the State Executive Board for the \$300.00 Educators Helping Educators Award.

Correspondence sent:

There was no correspondence sent.

9. Treasurer's Report

9.1. Current Budget Status Report

Marlene was directed by Karen to give us an update on our current budget status in order to be fiscally responsible when allocating funds for International Convention reimbursement and Executive Board meetings line item.

MOTION: A motion was made by Rosena and seconded by Virginia that monies in the 2018-2019 budget line item Membership and Chapter Development at a total of \$958.80, be moved to International Convention line items. The motion passed.

MOTION: A motion was made by Mari and seconded by Rosena that monies from the 2018-2019 budget line item Regional Conference, at a total of \$1,563.11, be moved to Executive Board Meetings line item. The motion passed.

The Board reviewed the amount of donations made to date to the state altruistic project New Day for Children to determine disbursement of funds.

MOTION: A motion was made by Virginia and seconded by Mari that we send the amount that has been collected so far \$1,075 to the State Altruistic Project, New Day for Children. The motion passed.

9.2. Sales at the Southern District Conference

Tabled until tomorrow.

9.3. Bank Accounts Update

Balances as of March 9, 2019

Bank Accounts

Wells Fargo Bank	WF Checking	\$24,920.09
	WF Reserve	\$43,008.27
	WF Scholarship	\$ 9,763.15
	TOTAL Bank Accounts	\$77,691.51

Investment Accounts

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

OVERALL TOTAL. \$130,451.86

Other important info

Altruistic Sales since 6.1.18	\$759.00	\$3,155.30
CA Crisis Fund 6.1.18	\$1,355.00	\$7,989.80
ADK Foundation 6.1.18	\$ 436.30	\$3,096.21
New Day for Children	<u>\$1,075.00</u>	
TOTAL	\$3,625.30	

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	
(2) Northern & Southern	<u>\$1,000.00</u>
TOTAL SCHOLARSHIPS	\$5,500.00

9.4 Educators Helping Educators Fund

9.4.1. Karen reviewed this section in Policy and Procedures

9.4.2. Two applications have been submitted. One was from Sheri Eichar from Beta Tau, Chico who sent a request for \$300.00 each to the 12 teachers at the Children’s Community Charter School. The other request was Connie Adams for Kevin Briggs a music teacher from Paradise High School for \$300.00 to purchase musical instruments.

BLOCK MOTION: A block motion was made by Sara and seconded by Anita that the following applications for

Educators Helping Educators donations be distributed to the names submitted by Sheri Eichar and Connie Adams at the Executive Board Meeting. Each check should be written for \$300.00. The block motion passed.

Karen directed Marlene to send one check to Connie Adams to give to Kevin Briggs from Paradise High School. She also directed her to send 12 checks for \$300.00 each to Sheri Eichar for the 12 teachers at the Children's Community Charter School.

Karen also wants Diana to review the actual application to give applicants more space to respond to each question. We also need to ask them on the form if they want their name to be publicly shared. This should be a YES or a NO question on the form.

9.4.3. Release of State Convention seed money

Karen will be visiting Susan Raffo, the 2020 California State Convention Chairperson. They will be visiting potential venues in San Jose and Santa Clara, CA.

MOTION: A motion was made by Virginia and seconded by Rosena that the \$7,500.00 seed money for the state convention be given to Karen so that she can open a bank account to get started on the 2020 State Convention. The motion passed.

9.4.4. Sara's research into possible recipients

Sara has made over 34 phone calls to the Chico/Paradise area trying to find possible recipients for aid. However, there is a privacy issue that came up. We are hoping that putting the question regarding permission to use the recipients name will resolve the privacy issue.

10. Membership Report

10.1. Membership status

Mari reported that as of 03/04/19 from International, we have:

Active Membership	1105
Reinstated	3
Transferred	11
Pending Members	6
Resignations	6

Disbanded Chapter Gamma Sigma Date of Disbandment 2/13/19

Omega	1
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Disbanding Chapter is Alpha Omicron but no paperwork thus far

Number of Chapters	46
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Members Initiated since June, 2018 is 12.

10.2. Honorary members count

There are 9 honorary members.

The meeting was recessed at 5:25 P.M. until tomorrow after the Southern District Conference.

The meeting was reconvened at 3:00 P.M. on Saturday, March 9, 2019 by Karen.

11. Reconvening Thought

The Reconvening Thought was shared with us by Virginia. It was partially taken from a book called, Taking Care of Me: The Habits of Happiness by Mary Kay Mueller. The author compares an optimist to a pessimist. A pessimist sees the difficulty in every opportunity, an optimist sees the opportunity in every difficulty. Virginia feels optimistic about our board and all that we can accomplish. We are all bright and hard-working optimists, and we enjoy being together.

12. Unfinished Business

12.1. Approval of Policies and Procedures sections

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

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

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

BLOCK MOTION: A block motion was made by Sara and seconded by Mari to change the wording in these sections from four to three officers in the state, regional, and international context. Take out the label Recording from Recording Secretary. It will now read Secretary. Eliminate the title and position Corresponding Secretary altogether. The block motion passed.

12.2. Review Recommendations from State Convention Reports

12.2.1. Review section 6.0

The following are recommendations from Susan Raffo, 32nd State Convention Chairman.

- 1. NOTE:** Include in the contract language that states that all convention items are all inclusive for flexibility - changes in number of attendees and locations when final planning begins in the second year of the biennium. **ACTION: Accepted.**
- 2. IMPORTANT:** When determining the registration fee, calculate an additional 35% on top of the base cost of food & beverage to cover service charge and city hotel tax (a hidden expense). **ACTION: Accepted.**
- 3.** Whenever the State Convention is not held in the same district as the State President, continue having two "teams": First, the convention Registrar and the Treasurer located for easy access to the State President, and Second if possible, the Convention Chairman located

in proximity to the event venue for ease of coordinating the host-council.

ACTION: Accepted and carried out.

4. Revise the registration form - clearly define how to “designate” a category, “Which one do I check off?” Ex: food choice, delegate, longevity, service, etc. **ACTION: Accepted.**
5. More video support for altruistic projects, scholarships, projects, documents being considered, etc. **ACTION: Accepted. We need tech support from within our own organization and from the hotel.**
6. Ask Past Presidents to bring and display the Historian’s book representing their biennium at the archives table. **ACTION: Accepted. We need two extra tables for this.**
7. The Friday reception is a great idea (with entertainment, if possible. It is a “reception” NOT a “sit-down” dinner. It is difficult to control. **ACTION: Accepted.** Explore holding back some of the food.
8. Develop a more efficient way to collect “evaluation” forms. **ACTION: Accepted.** Ideas will be explored to find a better way to handle the completed forms.
9. Consider a coffee station with pastries after the Omega service. This was enjoyed by the attendees. **ACTION: Accepted.** Depends on cost.
10. Engage the nearby councils/chapters for support and materials. Get items or services donated whenever possible. Involve as many chapters and sisters as possible to share in the many tasks and expenses of a convention, buy in to the event. Solicit donations of materials, and gifts, as well as time. **ACTION: Accepted.** This on-going as well as past practice.
11. Continue to have a sign-up sheet for banquet seating at the registration table. Reserve seating for dignitaries and special guests, Past-Presidents, etc. **ACTION: Accepted.** Advertise and set tables for the dignitaries. Also, explore ideas for streamlining the process.
12. Depending on time, consider including mini-learning connections or workshops personal & professional enrichment or fraternity education (esp. to engage more actively involved teachers). Start small perhaps, like International, scheduled on the day before or day after convention, just a half-day, offered just once. State Convention is a two-day event to address the business of the state, not for workshops which are included in a conference. **ACTION: Not accepted because of this last sentence.**

The following recommendations for improvement are from State Registration Chairman Linda Warfield, Beta Eta.

“Even with the form changes that we initially made there were difficulties with this form. I have attached the form that we used. Some sisters did not fill out the form completely. Many sisters did not know what Council they were part of. Some sisters did not understand what First Timer to the State Convention meant or who should receive the Noel Leonard Grant Recipient award. I would recommend that ‘Make checks payable to’ be presented above who to send the form to. Many sisters

made the checks out to me since my name was on the form and this presented a problem at the bank. I needed to send some checks back and have them resent. I also spent a fair amount of time e-mailing or calling sisters to clarify items on the form. I would also recommend that the registration table be closed a half hour before the start of the convention meeting. It gives the registrar a better opportunity to create the Registration and Credentials report. We also had late arrivals who were delegates and this altered the initial delegate count. I needed to make a motion later in the meeting to amend my original report.”

ACTION: Accepted to revise the form and to analyze the closing of the Registration table.

The following concerns, observations & recommendations are from Rita Prichard, State Convention Treasurer.

1. Open the convention account at the same bank as the state organization to avoid service charges. **ACTION: Accepted.**
2. Before going to the bank, have in your possession:
 - a) copy of State organization BYLAWS or ARTICLES OF INCORPORATION or a copy of MINUTES in which information about setting up the account is signed by the state secretary.
 - b) Tax ID # for the state organization showing that we are Tax-Exempt.
 - c) letter or minutes showing YOU as the appointed treasurer.**ACTION: Accepted and in process.**
3. Continue to use a Google doc that can be shared with convention committee members so that they have “live” access to numbers and convention options. As the registration process goes forward, the registrar and convention treasurer can audit each other as the checks arrive.
ACTION: Accepted but format will be determined.
4. Instruct registrants to make their checks out to the exact name of the account. Consult bank officials to make sure you understand their particular requirements.
ACTION: Accepted and solution discussed.
5. Attendance at the convention was lower than expected. As a result, income was reduced. Increases in costs of hotel facilities, printing, and postage may require a re-evaluation of the seed money and/or the price of registration for our next convention. **ACTION: Accepted.**

The following recommendations are from State Convention Balloting Chairman, Judy Froning, Beta Omicron.

1. It is suggested that the District lists of delegates be reviewed carefully before the Convention. There were names that needed to be added or moved to the correct District list of delegates. **ACTION: Accepted and will be carried out.**
2. Some votes were invalid because delegates voted for BOTH candidates when two were running for the position. For future balloting, it would be important to remind delegates to vote for one

person only if there are multiple candidates. **ACTION: Accepted and the language will be included in the voting instructions.**

3. Lastly, the voting area was one table and there was no place to vote privately. There were too many delegates waiting and needing table space, it was not the optimum set up for voting. **ACTION: This will be considered depending on the space at the venue.**

The following recommendations are from the 2018 State Convention Decoration Chairman Pam Burris, Gamma Nu.

1. Start early to finalize ideas and know that communicating on a regular basis is foremost. **ACTION: Accepted.**
2. Visiting the hotel is a necessity.
ACTION: Not accepted as it is up to the individual State President.
3. Relax, as your committee is there to help you get the final touches completed. **ACTION: Accepted.**
4. It was nice to use the succulents for the Friday night event and Saturday breakfast to defray additional cost. **ACTION: Accepted.**

12.2.2. State Officers and Committee Chairs Manual

The President's Council's Handbook has been reviewed by Karen. The Board has approved all of them. Karen has created a California Manual for State Officers, Standing Committees, and, the State Convention's Chairman. Karen emphasized when completed, these will be posted for posterity.

12.2.3. Snapfish videos

Rosena has explored Snapfish videos. She has spent over 20 hours doing so. She found that the linen cover is the best but the borders can't be put on the pictures. Also, linen covers make it very heavy. 8.5 x 11 size is the best one to buy. Rosena will put it on the website. Videos are not an option. The historians will only need Rosena's power point. Each chapter only needs to do two pages in the State's Historian's Book.

12.2.4. Reporting of Omega members/condolences

This was tabled until the October 5, 2019 Northern District meeting. In the meantime, send all Omega names to Virginia.

12.2.5. External Storage Drive

Sara will buy the external hard drive with her own money and will be reimbursed.

MOTION: A motion was made by Marlene and seconded by Rosena that Sara will buy the external hard drive with her own money and be reimbursed. The motion passed.

12.3. Feasibility Study for Passed Resolution

Rosena and Marlene reported that we have heard from some chapters regarding possibly charging members who don't have email with an extra fee so that we can

cover the cost of postage and mailing to them. The feasibility study will conclude after hearing from all chapters.

12.4. International Convention Plans

12.4.1. SW Region Celebration for IPE

Sara reported that there will be a one-hour reception to honor the incoming International Vice President Elect, Kitty Nutting with a probable cost of \$10.00 per person. There will be a no host bar. Mari suggested appetizers at stations around the room. Mollie will figure this out and let all of everyone know the procedures.

12.4.2. Estimated costs for attending

This has already been previously addressed in 9. Treasurer's Report. Marlene handed out our reimbursement sheets for Minneapolis.

12.5. Longest Day

Diana will outline all that she has done to prepare for this event. She will send this information in an email to all chapter presidents.

12.6. Sustaining Member's Certificates

Karen looked into this for us and found out from International that they send the certificates out directly to the sisters. Karen will send a note to all diamond sisters.

12.7. State Convention Updates

Karen reported that Susan Raffo, Beta Rho is the State Convention 2020 Chairman. The Convention Registrars will be Char Takahashi and Diane Poettgen from Gamma Mu. Donna McCartney, Gamma Nu will be the Convention Treasurer. The decoration and music chair people will be determined. Karen will be visiting Northern California to seek a suitable venue for the 2020 State Convention with Susan Raffo.

13. New Business

13.1. President's Report H-142

Karen passed out her H-142 report submitted to International Executive Board.

13.2. Liaison Report Feedback

Fresno Council: A concern was raised regarding the Educators Helping Educators disbursement. The concerns were addressed as follows: The Policy and Procedures are being followed. The Educators Helping Educators duties have been removed from the duties of the World Understanding Chairman. Money will be distributed in a responsible and methodical manner.

Peninsula/South Bay Council: A concern was raised about moving the altruistic report deadline. Karen reverted the deadline back to March 15. Members would also like more information regarding grants. In response, the information needed is on the websites, in newsletters, and in the liaison reports. The convention dates in the handbook need to be changed to read. "The State Convention will be held on April 25, 2020".

San Diego Council: The Council would like the Board to look into the possibility

of using FaceTime or Go to Meeting for some of their sisters. They would also like International to explore using the calendar year for membership recruitment. A chapter could possibly get a pearl if you add a member by September 1st. They were wondering if they could get \$100 or more to attend conventions. One person mentioned that the newsletter is too long.

13.3. Evaluation of Southern District Conference

Rosena reported that there were 63 attendees and 43 evaluations turned in. There were a few 3's and 4's on the evaluations at first glance. The rest were 5's. Speakers earned 5's. Fraternity education had a few 3's that said it went too long. Altruistic sales were \$84.00 and Marlene pointed out there were sales of \$88.00 at the Marina Conference. Anita was asked to send a thank you for successful planning to Sandy and thank you cards to Trina and Alice for a job well done moderating the meeting.

The meeting was recessed at 5:00 P.M.

The meeting was reconvened at 9:22 A.M.

13.4 International Convention

13.4.1. Travel Plans

Karen made notes of the Board's arrival/departure dates and times. She asked Sara to set up the travel sheet so that everyone may be aware of everyone's plans. Bill and Sara have offered to host an Open House the evening of July 16, 2019 in their room for the Board.

13.4.2. Educational Symposium attendance

Karen suggested several workshops that she wanted the Board to attend:

- #1 Power Point presentations – Virginia and Mari
- #11 Once Upon a Time – Sara
- # 12 Be a Membership Star - Mari
- #15 Leadership – Rosena
- #16 Kids Against Hunger – (offered each session) Any Board member
- # 17 Energize Mindful Learning – Rosena
- #22 Presentation Skills – Three is the Key – Karen
- #27 Godmothers to the Rescue - Sara
- #31 Getting to Know You – Any Board member
- #13 Alzheimer's – Diana?
- # 31 This Little Light of Mine - Any Board member
- #34 Digital Archives - Rosena
- #43 Marigold Project - Mari
- #45 Preparing for your Presidency - Sara
- #65 Well-Being for All of Us – Karen

13.4.3. Delegates assignments

Karen wants a true and accurate list of every California delegate.

13.4.4. Delegates attendance during voting

Karen made it abundantly clear that she has high expectations that every California delegate will be in their seats to vote during the convention in Minneapolis.

13.4.5. Minneapolis Minutes

Karen reported that Anita is writing about exciting and fun things to do in Minneapolis. Karen will send this out soon to entice more California sisters to sign up for the International Convention.

13.5. Review and payment of bills

The bills were reviewed by each member of the executive board.

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

14. Announcements

14.1. January 1 - April 30, 2019 Membership Campaign

14.2. March 15, 2019 - Chapter bylaws certification letters are due to Susan Raffo

14.3. April 15, 2019 - Regional mini-scholarship application (See International website) are due to Regional Scholarship Program Committee Chair Naomi Yap 98-1829 Piki St. Aiea, HI 92670

14.4. July 17 -20, 2019 - International Convention, Minneapolis Hilton Hotel (arrive July 16-depart July 21)

14.5. October 5, 2019 Northern California District Conference

14.6. April 24-26, 2020 California State Convention, Northern District

14.7 July 13-16, 2020 NW/SW Conference Honolulu, Hawaii

15. Other

15. 1. Experience Sharing

Anita asked if we could share ideas from other chapters that we have visited to show respect and support. She shared going to a Bunco luncheon held by Beta Phi on March 6, 2019. Beta Phi had just attended Alpha Lambda's 8th Annual Fashion Show, Luncheon, and Boutique on March 2, 2019. It was nice to be able to reciprocate.

Virginia shared an idea she got from a new member of Gamma. She told us that the County Registrar of Voters will pay \$11.00 per hour for two weeks before and two weeks after an election for 3.5 hour shifts to help check mail-in ballots. They raised \$1,600. The board asked several questions and were excited about this idea.

Sara shared the book talk sponsored by Beta Iota, Fidelis Iota and Alpha Delta. The book selected was in support of World Understanding. Melissa Young, International Co-Director of Imagine Missions in Haiti, was also a speaker.

Karen attended the event in support of this effort. Karen will be writing her newsletter due to come out mid-March. Her liaison report for April and May will come out the end of April.

Mari and Karen attended the annual Pi scholarship dinner.

16. Closing Thought

Virginia shared with us her closing thought. “It has been said that a friend is someone who comes in when the world has gone out; that a friend is one of life’s greater jewels. Friendship has been called the delight in each other’s being without ulterior purposes. It is devotion, compassion, and understanding, sincere and safe, reliable and constant.” She is so happy that her friends now include all of us. She appreciates our love and support. “Look out Minneapolis, here we come!”

17. Adjournment

Karen adjourned the meeting at 10:30 A.M.

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

March, 2019 Board meeting follow-up:

Marlene:

1. Send check to New Day for Children.
2. Send checks to EHE recipients. Include pamphlet and Karen's card.
3. Send Omega lists to Virginia (ongoing)

Diana:

1. Transfer \$300 credit card points to new account. Sara can't get her credit card until this is done.
2. Modify the EHE form
 - a. Add more space in all response areas.
 - b. Add yes/no option for the last paragraph.
3. Put revised instructions from Rosena on the website.

Sara:

1. Change convention date in PCH.
2. Change PCH council date to Feb. 1 (Penn/So. Bay)
3. Travel log for Minneapolis.
4. Faye: shirt response
5. Summarize evaluations from both Marina and Southern District conferences.
6. Email summary to all Board members
7. Mail evaluations to Barbara Murray and Alice Bullard.

Anita:

1. Thank you notes to Trina and Alice.
2. Thank you note to Sandy Gerrard.
3. Minneapolis Minutes

Mari:

Send Omega notifications to Virginia (ongoing).

Virginia:

Send condolence notes from Executive Board to a chapter that has lost a sister to Omega.

Rosena:

Send revised instructions to Diana to put on the website.

Karen:

1. Send list of instructions, etc. to International Convention attendees to include:
 - a. Wear purple shirt on Thursday, July 18 (voting day).
 - b. Bring something dressy to wear to the banquet.
 - c. Attend regional IVP reception 4:30 to 5:30 Thursday.
 - d. What to bring.
2. Send business cards to Marlene.

