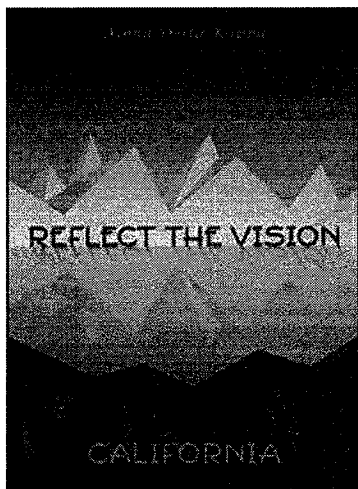


Alpha Delta Kappa
32nd California State Convention
May 4 – 6, 2018
Santa Ana, California

Prepared by:
Lynne Keating, State Recording Secretary
California Alpha Delta Kappa, 2018-2020



**Alpha Delta Kappa
32nd California State Convention
Pre-Convention Executive Board Meeting
Minutes
Friday, May 4, 2018**

**Doubletree by Hilton
201 E. MacArthur Blvd.
Santa Ana, CA**

- 1.0 Call to Order:** State President Diana Galvan called the meeting to order at 1:07 P.M. She welcomed guests International Vice President of the Southwest Region Mollie Acosta and Southwest Region Membership Consultant Betty Jo Evers. She mentioned that it was very special for her to have Betty Jo at the convention, as she first knew Betty Jo as her mentor. Diana asked all to introduce themselves.

Mollie shared remarks. She said that it was a pleasure to bring greetings from International President Sue Pelchat. The text of the remarks is included in the appendices of the Convention Proceedings.

- 2.0 Silent Roll Call:** Diana reminded those present to sign the silent roll call form.

Board Members present:

Diana Galvan	State 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	Southwest Region International Vice President
Betty Jo Evers	Southwest Region Membership Consultant, Arizona Iota
Dollie McPartlin	Nevada Kappa, Past Nevada State President

- 3.0 Opening Thought:** Kathleen said that as we come together to reflect and to celebrate the biennium and Alpha Delta Kappa's history, we also look forward to the future. She quoted Jonathon Lockwood Huie, "We all have our thorns. We, and Life, have our moments. Life occurs before our morning coffee. Life occurs in our bathrobe with our hair uncombed. Bless and give thanks for All of Life – the bloom and the thorns." She also shared words from Oprah Winfrey, "The more you praise and celebrate your life, the more there is in life to celebrate."
- 4.0 Approval of Agenda:** Diana declared the agenda approved, after hearing no corrections, additions or objections. At this point, Diana introduced Dollie McPartlin as the official parliamentarian and former Nevada State President.
- 5.0 Approval of March 2018 Executive Board Minutes:** The minutes were reviewed page by page. Hearing no corrections, additions or changes, Diana declared the minutes approved as submitted.
- 6.0 Correspondence:** Joanne reported that she sent thank-you notes to Rosemary Heenan, Alpha Pi, and to Martha Lehman, Alpha Delta, in appreciation of their leadership of the Southern District Conference in Yucaipa.
- 7.0 Treasurer's Report**
- 7.1 Review of Bills:** Board members continued to review reimbursement requests.
- 7.2 Current Budget Status Report:** Marlene reported that she has withdrawn the funds for first-timers at convention and for scholarships, and that she will request reimbursement for the first-timers funding amount from the Foundation.

Balances, May 4, 2018

Bank Accounts

Wells Fargo Bank	WF Checking	\$ 17,785.98
	WF Reserve	46,043.48
	WF Scholarship	10,903.48
	<u>Total Bank Accounts</u>	<u>\$ 74,732.94</u>

Investment Accounts

AAK Foundation	<u>Noel Leonard AAK Foundation</u>	<u>\$ 53,335.00</u>
	<u>Total Investment Accounts</u>	<u>\$ 53,335.00</u>

Overall Total \$128,067.94

Other Important Information:	
Break the Barriers (2017-18)	\$ 3,037.00
Altruistic Sales (2017-18)	2,118.00
CA Crisis Fund-EHE (2017-18)	3,795.80
AΔK Foundation (2017-18)	<u>2,659.91</u>
Total	\$ 11,610.71
Noel Leonard Scholarships	\$ 4,300.00
Biennium – Break the Barriers	\$ 4,172.00
Biennium – CA Crisis Fund-EHE	\$ 4,566.80

Marlene explained that the amount of \$4,172.00 for Break the Barriers does not include \$500.00 that was previously given to the organization. She also said that some accounting at this point of the biennium is difficult because hotel bills for conferences may come in late. Diana and Karen explained that the accountant will help with the reporting for this issue. Diana also reviewed the budget report, and it is complete.

7.3 “Break the Barriers” Donation Amount:

MOTION: Mary Ann Englehart moved that the amount of \$4,172.00 be given to Break the Barriers. Sara Cooper seconded the motion. The motion passed.

Diana directed Marlene to prepare a check, which Linda Barker of Gamma chapter will receive at the session, and then pass on to Break the Barriers.

7.4 Noel Leonard Recipients: There will be eight recipients for the first-timer checks. Marlene will announce the names of the recipients.

7.5 Payment of Bills: Diana asked that we postpone approval until Sunday’s meeting. She reminded board members that they are entitled to per diem.

8.0 Membership: Sara reported that there are currently 49 active chapters and 1,144 members in California Alpha Delta Kappa. Fourteen new members were initiated in February, and seven members were reinstated. Twelve sisters joined the Omega chapter. There was some discussion about identifying the number of retired new members.

8.1 Delegate Status: The delegate status is 82, with seven alternates, counting chapters and all others registered.

8.2 Perpetual Membership Award: Sara said that the perpetual membership award is ready, and explained the criteria.

9.0 Unfinished Business

9.1 Sonoma Educators/Schools – EHE: Joanne reported that a website is available that shows how fires impacted public schools. Since funds came in to the area with various designations, the Sonoma County Office of Education (SCOE) coordinated identification of impact. She reported that 262 teachers were affected, and that more than 20 schools had some damage. The specialist at SCOE said that an integrated wellness center is being set up to help teachers, students and parents, and that is a contribution possibility. There is a separate fund at the county office where donations can be designated more specifically. SCOE reported that it does take a long time for them to process donations.

Board members discussed the wellness center and whether it fits with the intent of our EHE policy and procedures in terms of donations being made to a project or site rather than specific educators. It was decided to advertise our funds and procedures for applying, and to include all chapters as well as contacts at SCOE, with a request that they help get out the information. Diana thanked Joanne for reaching out to SCOE and for bringing the information to the board.

9.2 Policy and Procedures Section G: Background was shared on the policy for selection of Candidate Qualification Chairman and Committee, and after discussion and research as to International policy, the California Policy and Procedures were revised. The policy statement will read, “The Executive Board will elect the Candidate Qualification Committee Chairman and the Committee.” Procedures were outlined, “1. Nominations for the Candidate Qualification Committee will be made by the incoming State President to the Executive Board for consideration. 2. The Executive Board will elect the Chairman of the Candidate Qualification Committee and the committee members by the first regular board meeting in the first year of the biennium.”

MOTION: Kathleen moved to accept the revised Policy and Procedures, Section G: State Convention, Candidates Qualification: Selection of Chairman and Committee, with an action date of May 4, 2018. Karen Kirby seconded the motion. The motion passed.

Mary Ann reminded members that it was necessary to revisit the Policy and Procedures for Section G: State Convention, State Altruistic Project: Selection Process. There is an issue to address regarding recusal for committee members when their chapter nominates a project. It was decided to postpone review of this policy until the first meeting in the fall.

Mary Ann stated that Section B: Executive Board Officers will need to be revised since the Corresponding Secretary position has been eliminated. Diana said that this update will be reviewed at the first meeting in the fall. There was discussion about the language related to the change. Karen stated that all officer duties will need to be reviewed, so the secretary duties may be done at that time.

Another discussion item was Policy and Procedures Section A: Organizational Structure. A procedure was added, "3. The Immediate Past State President will be responsible for maintaining an up-to-date Policy and Procedures document on the State website."

MOTION: Karen Kirby moved approval of Policy and Procedures Section A: Organizational Structure, with an action date of May 4, 2018. Mary Krause seconded the motion. The motion passed.

Diana expressed her gratitude to Mary Ann for her diligence in working with the Policies and Procedures.

- 9.3 Omega Ceremony:** Kathleen thanked Joanne for the tip sheet for creating the Omega Ceremony. She reported that signs were ready, that the ceremony would last for approximately 45-60 minutes, and then she reviewed the program.

10.0 New Business

- 10.1 H-114 and Chapter Needs Assessment:** Sara reported that a new form for the Chapter Needs Assessment has been developed. She has packets ready to distribute to current membership chairmen and chapter presidents, and is requesting that the current officers work with the incoming officers. Betty Jo stated that the newly elected officers must do the projections, and that they may be helped, but should be completing the assessment. She also clarified that the new form will be on the website by August 1, and is to be completed by August 31. Diana suggested that the information might be collected sooner, although input won't be possible until August 1.
- 10.2 H-107 Chapter Officer Updates:** Sara stated that chapters should submit this information as soon as possible. Liaisons should emphasize completion with their councils.
- 10.3 Presidents' Council Handbook Update:** Diana complimented Karen on doing a fantastic job with updates. The president-elect will update changes this summer.

11.0 State Convention

11.1 **Lanyard, shirt, pin sales at registration table:** This task is covered.

11.2 **Last minute questions:** Diana asked for any questions about officer responsibilities, and there were none.

Karen reviewed the banquet outline. She told members to delete the reference to a gift for Betty Jo Evers.

12.0 NW/SW Regional Conference

12.1 **Kuspuk Progress:** Kathleen reported that there are about 90 completed so far.

12.2 **Friendship Fair:** This item will be discussed at the Post-Convention Executive Board Meeting.

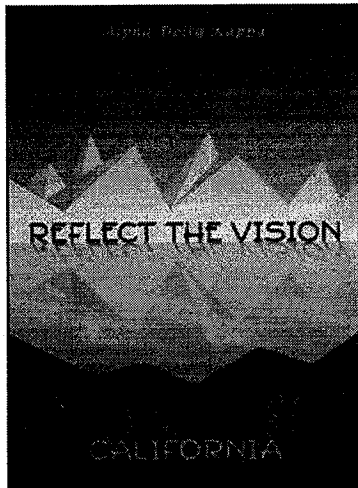
13.0 **Other:** Diana expressed her appreciation to each member of the board for the contributions made and the support given to her. She said that each one was special, and that she values the friendship and the working relationships. She said she valued all, and that there could have not been success without each member. She expressed that her thanks were meant from the heart. Mary Ann expressed that it was an honor serving with Diana.

13.1 **Post-Convention Officer Transition:** Karen explained that many committee chairmen will be unable to attend, and that there are three chairmanships unfilled.

14.0 **Announcements:** There were none.

15.0 **Closing Thought:** Kathleen shared an anonymous poem, "This is my wish for you, Comfort on difficult days, Smiles when sadness intrudes, ... Sunsets to warm your heart, Hugs when spirits sag, ... Friendships to brighten your being, ... Love to complete your life."

16.0 **Adjournment to welcome Convention and Standing Committee Chairmen:** The meeting was adjourned at 3:03 P.M.



**Alpha Delta Kappa
32nd California State Convention
Pre-Convention Expanded Executive Board Meeting
Minutes
Friday, May 4, 2018**

**Doubletree by Hilton
201 E. MacArthur Blvd.
Santa Ana, CA**

- 1.0 Call to Order:** State President Diana Galvan called the meeting to order at 3:13 P.M. She welcomed those present and thanked the Convention chairmen for all of their work. She introduced Betty Jo Evers, and asked her to explain her role as regional membership consultant. Diana then introduced everyone present.
- 2.0 Silent Roll Call:** Diana reminded those present to sign the silent roll call form.

Board Members present:

Diana Galvan	State 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	Southwest Region International Vice President
Betty Jo Evers	Southwest Region Membership Consultant, Arizona Iota
Dollie McPartlin	Nevada Kappa, Past Nevada State President
Pam Burris	Gamma Nu, Convention Decorations Chairman
Rita Prichard	Beta Eta, Convention Treasurer
Linda Warfield	Beta Eta, Convention Registration Chairman
Rosena Kruley	Beta Alpha, Altruistic Reporting Chairman

3.0 Reimbursement Procedures State Chairmen Expenses: Marlene explained the use of expense reimbursement “chit” sheets.

4.0 Reimbursement Procedures State Convention Expenses: There is a special reimbursement expense form for convention expenses. Rita mentioned that everything has gone smoothly.

Convention Registration Chairman Linda Warfield reported that 116 are registered to attend, and that registration went fairly well.

5.0 Convention Program Run-through

Diana mentioned that she hopes State Convention chairmen will turn in their reports soon, within a week, if possible.

The program was reviewed, including changes of location due to some construction in the hotel. The past California state presidents will be escorted at the morning session. Mollie will give International greetings after Diana introduces her. Marlene will explain why two proposed budgets were prepared, in relation to the pass or failure of a dues increase. Voting procedures were discussed. The order in the program for Announcements and Balloting Directions was switched.

6.0 Post-Convention Officer Transition: Outgoing officers will pass on notebooks or other materials at the post-convention board meeting.

7.0 Announcements: No announcements were made.

8.0 Closing Thought: Kathleen

9.0 Adjournment: The meeting was adjourned at 4:15 P.M.

**California State Convention 2018
Presidents' Council Breakfast
Saturday, May 5, 2018, 7:30 a.m.
Doubletree by Hilton, Santa Ana California**

Karen Kirby, State President-Elect, welcomed those present at 8:08 a.m. and encouraged all to enjoy the buffet.

When the proceedings commenced, State Chaplain Kathleen O'Malley offered the six most important words including some details about each. "We" was the most important word and "I" was the least important. The opening thought was taken from the Earl Warren Elementary School Cookbook.

Officer Training

The theme of the breakfast was "Rise and Shine" remembering Karen's dad who made breakfasts daily and woke his family with that refrain. It's time for Alpha Delta Kappa members to shine at the convention. Karen reviewed the many opportunities for leadership training this biennium. The state training and Policies and Procedures have been revised to match current practices. The goal is for **all** leaders to have the new training available to them in September. Karen asked everyone to take the initiative and give all that need them the tools to "shine" with the new materials.

(Karen took a moment to thank Kelly Meade for her technology help with today's presentation.)

District conferences are spread out so it is especially important that all officers have the understanding of their duties as early as possible. "You have a commitment to inform all other officers." This is time sensitive. Karen's request, "Can I count on you?"

Presidents' Council Handbook

Registration of New Officers

State Newsletter

The Handbook is found on the Alpha Delta Kappa website. Some of the contents include district contacts, chapters, whom to contact on International, duties of officers, planning, list of state officers, etc. The President-Elect will be revising the handbook; she will be asking for data about your chapter officers. She will rely on correct information from you.

Karen's personal message to AΔK members in the state newsletter will be "Pearls of Wisdom." In "What's Up Next" there will be sections for each officer.

International website: Directory and changes

Karen described how to access the AΔK International website providing a handout on "How to access the Directory on the International website" including how to sign in and how to connect to Quick Links. Much information is accessible without signing in; if sign in is required, type in your last name, starting with a capital letter, and AΔK membership number; the password for everyone is ADK2016. Then specific chapter and membership information is accessible.

She further described how to update everything about your chapter roster and update members' information. She demonstrated two ways of how the chapter roster can be printed. At the first meeting for the year, a roster should be printed so members may review it for accuracy. Individuals can also personally correct their own information. Karen challenged the members/officers to use the website tools for training and for directory information.

She thanked everyone for their role in AΔK.

Announcements

Mary Ann Englehart reminded everyone to buy tickets from a past president and she reviewed the prices. The proceeds will assist sisters impacted by the fires and floods and other disasters in California through the state fund Educators Helping Educators.

Susan Raffo reviewed the line-up process for presidents with their chapter banners.

At 8:35, Karen adjourned the meeting to attend the State Convention general session.

Respectfully Submitted,

Harriet Kelly
California Gamma Nu

Alpha Delta Kappa
32nd California State Convention
May 4 – 6, 2018

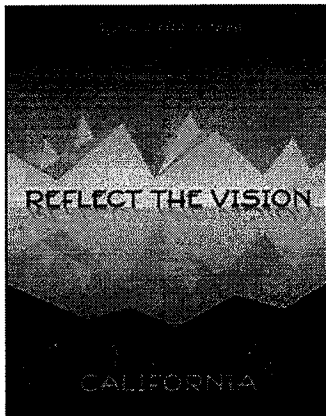
2.0

Minutes and Summaries

Minutes of Convention Business Sessions

Summary of Banquet

Summary of Omega Service



**Alpha Delta Kappa
32nd California State Convention**

**Business Sessions
Saturday, May 5, 2018 – 9:00 A.M. – 4:30 P.M.**

Ballroom A and B

**First Business Session – 9:00 A.M. – 11:30 A.M.
Delegate Seating**

Seating of Past State Presidents

At 9:02 A.M. California State President Diana Galvan welcomed Alpha Delta Kappa sisters and guests to “reflect the vision” at the 32nd California Alpha Delta Kappa State Convention. She directed the sergeant-at-arms to escort past California state presidents to their seats. State Historian/Sergeant-at-Arms Mary Krause announced the entrance of California past state presidents, as well as Dollie McPartlin, Nevada Gamma, Convention Parliamentarian; Betty Jo Evers, Arizona, Southwest Region Membership Consultant; and Mollie Acosta, Southwest Region International Vice President.

Call to Order

The meeting was called to order at 9:06 A.M. by California State President Diana Galvan.

Parade of Chapter Presidents

Mary Krause introduced by council the chapters represented at convention. Sierra Council was introduced first as Diana’s council. The host, Orange Coast Council, was announced last. Diana thanked Mary and the chapter leaders, and announced that 36 chapters were represented, which is 75% of the total chapters in California.

The Pledge of Allegiance was led by Mary Krause.

America the Beautiful was sung by those present after the Pledge of Allegiance.

Opening Thought

State Chaplain Kathleen O’Malley shared about the wonder of new adventures and being part of new beginnings and new challenges from Christopher Milne’s *Winnie the Pooh*. “Promise me you’ll always be brave. You are smarter than you think.”

Greetings

Invitations for in-person greetings were sent to the mayor and to the school superintendent of Santa Ana, however, both were unable to attend.

Kisha Cravin, Events and Catering Manager for the Doubletree, welcomed the group. She told attendees that on behalf of the manager and staff, they were delighted that California Alpha Delta Kappa was at the hotel for the convention. Diana thanked Kisha and the staff for their support.

Presentation of Executive Board and Honored Guests

See Appendices

Diana introduced the 2016-2018 Executive Board and thanked the members for their service.

Diana introduced Southwest Region International Vice President Mollie Acosta, International Representative to the Convention, who shared greetings, and thanked sisters for making a difference. She thanked California sisters Sara Cooper and Susan Raffo for service at the regional level, and recognized individual and chapter winners and applicants for scholarships and awards. She invited sisters to attend the Northwest/Southwest Regional Conference. Mollie announced chairmen for the conference as well as Southwest Region Chaplain Joanne Grimm, and thanked those who will be presenting workshops at the conference.

Diana acknowledged Betty Jo Evers as her former mentor and thanked her for joining the California sisters. Diana shared Betty Jo's contributions to Alpha Delta Kappa as a member for 44 years, mentor for the Southwest Regions' State Presidents-Elect, and current service as International Regional Mentors Committee Chairman.

Diana shared California Alpha Delta Kappa history, highlighting the charter of Alpha and Beta chapters in August, 1953. This was followed by the first State Convention in Berkeley, where Dorothy Vaio, Beta, was elected as Vice President and Recording Secretary. Diana next told sisters that she wanted them to meet some of these visionary women who have served as state presidents, and introduced those present, who were thanked with applause.

Diana next thanked the state standing committee chairmen as "behind the scenes women" who take care of the many endeavors of California Alpha Delta Kappa. The chairmen were presented with certificates of appreciation as their names were announced.

Next, Diana asked all to stand who had served at the State level as executive board members, chairmen of state committees or committee members. They were applauded for their support.

Chapter and council presidents for the 2016-2018 biennium were next thanked and applauded for their dedication, leadership and service.

Welcome by Convention Chairman Susan Raffo

Diana thanked Susan for her energy, creativity and organizational skills, and recognized her as a past state president. Susan welcomed those attending on behalf of the Marina District's Orange Coast Council's chapters Delta, Pi, Zeta, Beta Zeta, Gamma Mu, Gamma Nu and Gamma Tau. She next introduced and thanked the convention committee chairmen, local liaison, Karen Kirby and Technology support sister, Kelly Meade, Zeta. Committee chairmen are: Registration, Linda Warfield, Beta Eta; Treasurer, Rita Prichard, Beta Eta; and Decorations, Pam Burris, Gamma Nu. Susan directed members to check the program to see specific support given by Orange Coast Council chapters.

Susan shared some housekeeping announcements regarding banquet, cell phone etiquette, restrooms, archives, altruistic sales, and past presidents' raffle.

Convention Project

Diana announced "The Longest Day" fundraising event in support of Alzheimer's Association as the Convention Project. She explained that the "California Cares" team will receive funds donated at convention, and reminded members that the Alzheimer's Association is one of our International altruistic projects. It was announced that two representatives from the local Alzheimer's organization would be present at lunch to receive donations.

Recognition and Honors

First-time attendees, twenty-two "first-timers," were applauded and presented with bookmarks by Zeta chapter.

Diana explained the Noel Leonard Award, as a gift from Past State President Noel Leonard, which gave each council \$100 to award to a first-timer. Marlene Cordova presented checks to: Anita Hiebert, Beta Upsilon, Delta Council; Patrice Mallory-McCarley, Beta Rho, Peninsula/South Bay Council; Carol Buehler, Beta Tau, Sierra Council; Sandra Fletcher, Lambda, Bakersfield Council; Dawn Pollard, Xi, Fresno Council; Carole Peterson, Alpha Iota, Channel Islands Council; Edwina Akens, Delta, Orange Coast Council; and Monda Forrestal, Beta Omicron, San Diego Council.

Diana praised sisters who have shown longevity in their commitment to Alpha Delta Kappa. Susan Raffo recognized sisters with 25, 35, 50 and 60 years of service. These Silver, Sapphire, Golden, and Diamond sisters were applauded and presented with gifts created by Susan. Diamond Sister Dorothy Vaio received a standing ovation.

Introduction of Convention Parliamentarian, Dollie McPartlin: Diana thanked Past Nevada State President and Professional Registered Parliamentarian Dollie McPartlin for serving as parliamentarian.

Registration and Credentials Report

Linda Warfield, Registration Chairman, first introduced announced Teresa Olea, Beta Eta, as winner of a gift provided by Gail Goodman and Zeta chapter, for being the first person to register.

Official Report

Chapter Delegates (one for every 10 active members)	56
State Executive Board Members	7
Past State Presidents	9
Chairmen of State Standing Committees	4
Chairmen of the State Convention	2
President of Council (President or Secretary)	4
Sustaining (one for every 10 registered and attending)	0
Total Delegates: 82 registered and present	

It was stated by Linda Warfield, “On behalf of the Credentials Committee, I move that the roll of delegates from the Credentials Committee be the official roll of the convention.”

Diana repeated the motion, and reminded the attendees that only delegates may vote. **After the vote, Diana declared, “The ayes have it, the motion is adopted, and you have seated your delegates.”**

Rules of Convention

See Appendices

Susan Raffo stated that since the Rules of Convention were sent to each chapter in the pre-convention packet, posted on the California website, and included in the registration packets, she would not read them aloud.

It was stated by Susan Raffo, “On behalf of the Rules Committee, I move the adoption of the Rules of Convention for the 2018 California Alpha Delta State Convention.”

Diana repeated the motion, and there was no discussion. She announced a 2/3 majority needed to pass the motion. **After the vote, Diana stated, “The affirmative has it. The Rules of Convention are adopted.”**

Acceptance of Convention Program

See Appendices

Susan announced corrections to the Convention Program, received both in advance and at this point in the proceedings.

- Add Rosalinda Goss to Sapphire Sisters.
- Change Past State Presidents’ Dinner to Rhone Room.
- Change Leadership Breakfast to Ballroom C and D.
- Before 11:30 Recess, switch times for Announcements and Balloting Directions.
- For International Strategic Conversation, correct Betty Jo Evers’s title to Southwest Region Membership Consultant.

- Change Omega Remembrance to Ballroom A.
- In the section on 2018 California State Convention Attendees, change/correct the following: Sapphire Sisters: Donna Hyde, Gamma Mu; add Rosalinda Goss, Delta; Silver Sisters: Patricia Pyle, Beta Upsilon; add Gladys Beaven, Gamma Beta; Member for 21-24 years: move Donna McCartney, Gamma Nu, to 16-20 years; Member for 16-20 years: move Kathleen O'Malley, Gamma Eta, to 21-24 years; Member for 5-9 years: move Stephanie Crilly, Gamma Mu, to less than 5 years; move Monda Forrestal, Beta Iota, to less than 5 years; Linda Iles, Alpha Lambda; Member for less than 5 years: Patricia Handy, Zeta.

Susan Raffo stated, “On behalf of the Convention Committee, I move the adoption of the Convention Program as corrected.” Diana restated the motion and asked for any more corrections. There were none. **After the vote, Diana stated, “The ayes have it. The 2018 Convention Program is adopted as amended. The 32nd California Alpha Delta Kappa State Convention is officially in session.”** She rapped the gavel.

2016 Convention Minutes Approval

Diana explained that the 2016 State Convention Minutes were approved by committee. She introduced readers for 2018: Anita Brown, Alpha Lambda; Greta Lima, Beta Iota; Kathleen Waffle, Beta Eta; Harriet Kelly, Gamma Nu; and Linda Barker, Gamma. She also explained that the official minutes will be published by the first district conference of the new biennium, and will be posted on the California website. A hard copy will be sent to those sisters who paid for one when they registered for convention.

Correspondence

See Appendices

State Recording Secretary Joanne Grimm reported the receipt of two items, as follows.

International Executive Board Chairman Ann Marie Brown sent congratulations to the outgoing and incoming executive board, encouraged sisters to attend the upcoming regional conference and International Convention.

International President Sue Pelchat sent congratulations on completion of a wonderful biennium, and reminded sisters to think of the California theme, “Reflect the Vision.” She stated her confidence that the next biennium will be a success, and sent hope for an enriching experience for sisters at convention.

Treasurer’s Report

See Appendices

Diana explained that State Treasurer Marlene Cordova would be presenting the Treasurer’s Report, Proposed Dues Increase and the Proposed 2018-2020 California State Budget, and that

copies are included in the registration packet. Marlene presented the report of bank accounts and investment accounts.

Balances, May 4, 2018

Bank Accounts

Wells Fargo Bank	WF Checking	\$ 17,785.98
	WF Reserve	46,043.48
	<u>WF Scholarship</u>	<u>10,903.48</u>
	Total Bank Accounts	\$ 74,732.94

Investment Accounts

AΔK Foundation	<u>Noel Leonard AΔK Foundation</u>	<u>\$ 53,335.00</u>
	Total Investment Accounts	\$ 53,335.00
	<u>Overall Total</u>	<u>\$128,067.94</u>

Other Important Information:

Break the Barriers (2017-18)	\$ 3,037.00
Altruistic Sales (2017-18)	2,118.00
CA Crisis Fund-EHE (2017-18)	3,795.80
AΔK Foundation (2017-18)	<u>2,659.91</u>
Total	\$ 11,610.71

Noel Leonard Scholarships	\$ 4,300.00
Biennium – Break the Barriers	\$ 4,172.00
Biennium – CA Crisis Fund-EHE	\$ 4,566.80

Marlene explained that the total of \$128, 067.94 does not include the deduction of \$4,172.00, which was approved by the executive board on May 4, 2018, as the donation amount for “Break the Barriers.”

Proposed Dues Increase

See Appendices

Marlene explained background for consideration of a \$5 per year dues increase. She reviewed informal results of a December survey, when 71% of members favored the increase as a measure to help balance the budget. She next said that after much discussion the executive board approved a proposal to increase the dues, and also approved combining the positions of Recording Secretary and Corresponding Secretary, to further reduce expenses. In the survey 77% of members indicated they were in favor of doing both actions. The rationale for the proposal is that costs have increased, and membership has not increased at the rate projected. The last dues increase was approved fourteen years ago at the 2004 state convention.

President Diana stated, “Article VII, Section 2, of the California Bylaws states that the position of corresponding secretary may be optional and is a decision of the executive board. At its January 20, 2018 executive board meeting, the board approved combining the recording and corresponding secretary positions into one position, which will be referred to as ‘Secretary.’

“The question is to approve a \$5.00 increase in state dues beginning with the 2019 dues collection cycle.” She then asked for discussion. No discussion followed. Diana stated that 2/3 vote was required for passage. After the vote, Diana declared, **“The affirmative has it. The 2018-2020 California state dues will be increased by \$5.00 beginning with the 2019 dues collection cycle.”**

Proposed 2018-2020 State Budget

See Appendices

Marlene stated that since the budget was sent to chapters, posted on the website, and included in the packet, she would not read it aloud.

Marlene presented the motion, “As Chairman of the Budget Committee, I move the adoption of the 2018-2020 California State Budget.” Diana restated the motion and asked for discussion. Hearing none, she called for the vote, after stating that a 2/3 vote was required. The vote was taken. Diana declared, **“The affirmative has it. The 2018-2020 California State Budget is adopted.”**

Marlene thanked the budget committee members, Diana Galvan, Karen Kirby, Sara Cooper, Carole Taylor, Virginia Riding, Anita Brown and Rosemary Heenan.

Bylaws Amendment

See Appendices

Diana called Bylaws Chairman Susan Raffo to explain the amendment. Susan explained that the amendment would not be read as it was mailed, posted on the website, and included in registration packets. She explained that California Bylaws, 2017, were certified after submission to the International Bylaws Committee, which then “recommended editorial changes, and consideration of changes to the California Bylaws that would give more flexibility to the Executive Board.”

Susan Raffo stated, “Proposed Amendment #1, aligns California State Bylaws with International Alpha Delta Kappa Bylaws, following the adopted amendment by delegates to International Convention in July, 2017. That Article VIII, Committees, Paragraph three, reads, as follows: ‘The following shall be designated as standing state committees: Alpha Delta Kappa Month, altruistic, budget, bylaws, candidate qualifications, fraternity education, and membership. The state, province or nation may establish standing or special committees.’”

Diana stated that a 2/3 vote was required to pass the amendment, and restated the question, **“The question is on the adoption of Proposed Amendment #1, which would bring the California Bylaws into alignment with the amendments as approved at the International Convention in 2017. The rationale is the California Alpha Delta Kappa Bylaws need to be aligned with the International Bylaws after the International Convention in an odd-numbered year.”**

Diana asked for discussion. Susan corrected a statement she made as to the number of committees, which is eight, not seven. She clarified what committees are required. Diana stated that the state may establish additional standing or special committees. Diana restated the question, the vote was taken, and Diana declared, **“Amendment #1 has been adopted.”**

Susan stated that a new set of Bylaws will be prepared for distribution by the first district meeting in October. She thanked chapter bylaws chairmen for aligning and recertifying their bylaws during the biennium.

Diana thanked Susan for all the work she has done over two biennia, and complimented her on doing an outstanding job of streamlining and digitizing the process, as well as providing support to chapters.

Proposed Resolution

See Appendices

Teresa Olea, Beta Eta, standing in for Resolutions Chair Sandra Roullier, presented the Resolution. Teresa stated that the resolution was submitted by Lora Ginsberg, Alpha Psi, was mailed in pre-convention materials, posted on the website, and included in registration materials.

Teresa read the complete resolution ending with the statement, **“Resolved, That the California Alpha Delta Kappa State Board study and establish a nominal fee added to the dues of sister who wish to receive hard copies of California Alpha Delta Kappa communications.”**

Diana explained that adoption of the resolution would charge the executive board to conduct a feasibility study as to implementation of the resolution. She asked for discussion.

- Kim Gerould, Beta Eta, spoke against the resolution. She asked members to consider the complications for officers keeping track of this fee. As communication is extremely important, she believes members are better served to do the communication through the chapter. Her chapter does this, and receives thank-you's for being in touch, instead of passing the responsibility on to the state board.
- Colleen Golden, Beta Rho, spoke against the resolution, saying that with technology the chapter can take care of it.
- Mayme Chinn, Alpha Psi, spoke against the resolution, except for hard copies of the report of the state convention. She said chapters can take care of the rest of passing on communications.

- Susan Blough, Zeta, a question about the process, which Diana explained, in regards to feasibility study. Diana also stated that proceedings of the convention are available and will continue to be made available in hard copy.
- Rosemary Heenan, Alpha Pi, spoke in favor of the resolution. She said she shares the communications, but it is expensive. She believes members would be willing to pay extra, that hard copies used to be provided, and that she thinks online items may not be read.
- Another question was posed, as to whether passage would lead to a study. Diana replied in the affirmative.
- Mary Ann Englehart, Xi, spoke in favor of the resolution, saying that she felt they lost older members due to lack of access.
- Carol Valcarcel, Gamma Nu, asked whether another vote would be required after the study if the resolution was approved. Diana replied that the decision/implementation would be decided by the board after the study. The study is conducted to determine practicality. If practical, then the board determines implementation process. The results will be shared with membership.
- Rosena Kruley, Beta Alpha, asked if the fee amount had to be approved by members. Diana explained the executive board would decide the fee as part of the implementation process, if determined to be feasible.
- Carolyn Dinnelli, Beta Upsilon spoke about the cost of printing out the newsletter for a chapter.
- Monda Forrestal, Beta Omicron, asked what communications would be addressed, and it was answered that this would be discussed during the study, if passed.
- Barbara Horn, Beta Kappa, suggested chapters have a member run off materials to take the burden off chapter officers.
- Anita Hiebert, Beta Upsilon, said she believed it would be more economical to have printing done by the board, rather than by chapters.
- Dorothy Vaio, Beta, suggested that chapters need to increase their membership, and get younger members to help.
- Linda Barker, Gamma, brought up issue for retired members being able to afford dues increase, and does not want more money added to dues, as her chapter members are assisting some of the retired members to pay their dues.

Diana restated the question, **“The question is to accept the Resolution presented by the Resolution Chairman.”** Diana explained that a majority vote was required. The vote was taken, with a result of 44 in favor and 35 opposed. Forty-two votes was the number required for passage, based on obtaining a majority of the 82 registered delegates. Diana declared, **“The Resolution has been adopted. The board will be directed to conduct a feasibility study related to the Resolution.”**

At this point, Registration Chairman Linda Warfield updated the chapter delegate count from 56 to 58, and the total delegates from 82 to 84. This changed the majority number to 43, with the Resolution still obtaining enough affirmative votes for adoption.

Nominations for State Altruistic Project

See Appendices

State Altruistic Chairman Linda Warfield asked those present to take out the list of finalists for state altruistic project.

She first acknowledged the committee members Nancy Joiner, Beta Tau, Northern District; Wendy Hodash, Lambda, Valley District; Ella Anderson, Zeta, Marina District; and Maria Bartolotto, Alpha Pi, Southern District.

She then announced the nominees: Aseltine School, Camp Kesem, New Day for Children, and U.C. Davis MIND Institute.

Diana told delegates that they may vote for their choice during the balloting recess.

Presentation of Candidates

See Appendices

Diana announced that Candidate Qualification Chairman Mari Page was stepping aside as she is running for state office. Judy Tatom, Gamma Mu, presented the candidates for the 2018-2020 California Executive Board.

Judy introduced the members of the committee: Helene Wood, Gamma Lambda, Northern District; Kathleen Kozlowski, Theta, Valley District; Bev Shu, Gamma Mu, Marina District; and Sandra Gerard, Eta, Southern District.

She told members to refer to the slate of candidates on the orchid colored paper in their packets. She asked those running for office to come to the front.

Diana asked Judy if any nominations were received to nominate from the floor. Judy replied that one candidate would be nominated from the floor, as her application had been reviewed and approved. Diana called for the nomination. Barbara Horn, Beta Kappa, nominated Anita Brown, Alpha Lambda, Northern District, as a candidate for Secretary.

Diana closed the nominations. Judy introduced the candidates:

President-Elect	Sara Cooper	Beta Iota	Southern
Vice President, Membership	Mari Page	Gamma Mu	Marina
Treasurer	Marlene Cordova	Phi	Northern
Secretary	Anita Brown	Alpha Lambda	Northern
Historian/Sergeant-at-Arms	Rosena Kruley	Beta Alpha	Northern

Historian/Sergeant-at-Arms	Kathleen O'Malley	Gamma Eta	Southern
Chaplain	Mary Krause	Gamma Tau	Northern
Chaplain	Virginia Riding	Gamma	Valley

Diana thanked Judy for stepping in and asked her to give balloting directions.

Balloting Directions

Judy Froning thanked members of the balloting committee: Kelly Labeta, Beta Omicron, Southern District; Wendy Hodash, Lambda, Valley District; Monica Meade, Zeta, Marina District; and Carol Buehler, Beta Tau, Northern District.

Judy asked delegates to go directly to the balloting tables in the gallery, and told them that the tables would be organized by district. She asked them to write in the name of the nominee from the floor for the position of Secretary. She reviewed marking the ballots.

Announcements

Susan Raffo provided information related to lunch directions, voting, guest speaker, seating after lunch, past presidents' drawing, chapter archives, chapter and state altruistic sales, contributions to the Convention Altruistic Project, lost and found, and the key to the bling on name badges. Miss Poppy, Joanne Grimm, visited during the announcements, and added her comments and questions as Susan spoke.

Recess

Diana called a recess for the first business session of the 32nd California Alpha Delta Kappa State Convention at 11:15 A.M.

Inspirational Thought: Kathleen shared important words to remember from an anonymous source. "The six most important words: I admit I made a mistake. The five most important words: You did a good job. The four most important words: What is your opinion? The three most important words: If you please. The two most important words: Thank you. The one least important word: I."

Luncheon

Luncheon was served. Karen Kirby introduced luncheon speaker, news reporter Marla Jo Fisher, who as a single parent adopted two children when she was 46 years old. She writes about her experiences weekly in the "Frumpy Middle-Age Mom" humor column in the Orange County Register. She also writes about deals and bargains and writes the "Cheapo Travel" column.

Second Business Session – 1:30 P.M. – 4:30 P.M.
Open Seating

Call to Order

The second business session of the 32nd California State Convention was called to order at 1:36 P.M. Diana reminded sisters of the Covina High School performance by the Latin and Jazz Ensemble at the Friday night Hola Reception, and thanked Michelle Ramos Heffner, Gamma Nu, for inviting them.

She introduced Denise Alvarado from Gamma Tau, who presented Ballet Folklorico dancers from Magnolia High School. The students performed several dances, and were introduced one by one by Steve Gonzales.

Balloting Committee Report

Judy Froning presented the balloting report, stating that a majority vote was required to elect.

Historian/Sergeant-at-Arms	Rosena Kruley	56 votes
Historian/Sergeant-at-Arms	Kathleen O'Malley	25 votes
Chaplain	Mary Krause	39 votes
Chaplain	Virginia Riding	42 votes
Secretary	Anita Brown	83 votes
Treasurer	Marlene Cordova	83 votes
Vice President, Membership	Mari Page	84 votes
President-Elect	Sara Cooper	84 votes

Diana announced that by vote the following officers were elected:

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

Diana congratulated the new board members and declared an election. She announced that Karen Kirby will assume the position of California State President, and that installation would take place at the banquet.

Judy next reported the number of votes for the new state altruistic project:

Aseltine School	7 votes
Camp Kesem	20 votes
New Day for Children	36 votes
U.C. Davis MIND Institute	21 votes

As no organization received a majority of votes, a standing vote by delegates was taken for the top two organizations, New Day for Children and U.C. Davis MIND Institute. New Day for Children received 53 votes. U.C. Davis MIND Institute received 26 votes.

Diana declared that New Day for Children will be the California State Altruistic Project for the 2018-2020 biennium. She asked the nominating chapter, Beta Upsilon, to stand for recognition.

International Strategic Conversation

International Vice President Mollie Acosta and Southwest Region Membership Consultant Betty Jo Evers conducted a strategic conversation with members. Teams of three to four listed innovative ideas for four topics: locating members, benefits of joining, engaging our members, and developing leaders. Other topics they presented included: voting for International World Understanding Project, making the most of membership, reading the *Kappan*, using the website, and providing communication.

State Standing Committee Reports

- Membership: Sara Cooper presented membership report and awards.

Report of Membership:

Number of Newly Initiated Members (since March 2016)	78
Number of Newly Reinstated members	17
Number of New Omega Members	66
Number of New Chapters	0
Number of Sustained and Active Chapters	49
Number of Disbanded Chapters	1
Total Number of California Members	1,144

Sara presented Membership Recognition Awards to chapters that maintained membership in the biennium, not considering members lost to Omega Chapter. The chapters were: Alpha Alpha, Alpha Lambda, Alpha Omicron, Alpha Psi, Beta, Beta Alpha, Beta Eta, Beta Iota, Beta Kappa, Beta Phi, Beta Rho, Beta Theta, Beta Upsilon, Beta Xi, Eta, Gamma Eta, Gamma Lambda, Gamma Mu, Gamma Nu, Gamma Sigma, Gamma Tau, Lambda, Phi, Psi, Theta, and Xi.

Sara presented Membership Achievement Awards to chapters that had a minimum increase of five members during the biennium. The chapters announced were: Alpha Alpha, Beta Eta, Beta Iota, Beta Upsilon, Gamma Eta, Gamma Mu and Gamma Nu.

Sara awarded the California Chapter Perpetual Membership Award to the chapter with the highest sustained net growth for the biennium. Gamma Mu received the trophy and certificate for growth of seven members, 28% more than the 25 total current members.

- Altruistic Reporting: Diana thanked members, chapters and councils for gifts of time, energy, money and gifts for altruism. She thanked Hillary White and Rosena Kruley for being the chairmen for Altruistic Reporting, and they presented their report.

<u>Contribution</u>	<u>2016-2017</u>	<u>2017-2018</u>
Hours of Altruistic Service	42,157 hours	32,322 hours
Monetary Gifts	\$113,995.00	\$135,193.00
Non-monetary Gifts	\$80,439.00	\$67,640.00
Scholarship	\$52,485.00	\$49,067.00

For the 2016-2018 biennium, there were 74,479 hours of altruistic service and \$498,819.00 in monetary giving.

- Altruistic Project: Altruistic Reporting Chairman Linda Warfield accepted a check for \$4,172.00 for Gamma chapter to deliver to “Break the Barriers,” the 2014-2016 state altruistic project, since a representative from the organization was unable to attend. This brought donations for the biennium to \$4,672.00. Linda described some of the new efforts and projects for “Break the Barriers.”
- Scholarship: Diana explained that Scholarship Chairman Robin Burns, Beta Rho, was unable to attend. Robin took over the role when Anne Yeghoian, Beta Upsilon, moved to Alabama. Sherry Lynes, Beta Rho, provided the report.

District mini-scholarships were received as follows in 2016-2017:

- Karen Kirby, Gamma Mu, for Theater Technician class at Sunny Hills High, Fullerton;
- Teresa Olea, Beta Eta, Zuma rocking chairs for K-3 class at Greenhills Elementary, Granite Bay;
- Tracy Bowen, Beta Theta, Osmo systems for student ipads at Kellogg School, Goleta;
- Linda Guitron, Beta Xi, books for library at San Francisco International High School.

District mini-scholarships for 2017-2018 were received by:

Carole Taylor, Beta, and Maureen Boland, Gamma Beta, for purchase of book bags.

Lisa Ernst, Beta, received an International Fine Arts Scholarship, and used it to integrate ancient history and literacy into her curriculum.

Presentation of Eleanor Bendell California State Scholarship

Diana announced and congratulated the winner of the \$3,000.00 Eleanor Bendell California State Scholarship, Teresa Thompson from Beta Rho. She will be adding the Reading Specialist Authorization Certificate to her credential. Teresa was unable to attend the convention.

Project Presentation by Eleanor Bendell California State Scholarship Winner

Sherry introduced Ruth Quezada, Alpha Nu, who received the Eleanor Bendell California State Scholarship at the 2016 State Convention. She thanked members for the scholarship. Ruth made a pathway to putting books into the hands of needy students, so they could practice reading and start to build libraries at home. In the high poverty area in East Oakland, when she has visited homes, many have no evidence of print. Ruth bought the take-home books from the reading program as the school was unable to do so, and then sent home the blackline masters to keep.

She also shared a bit about Eleanor Bendell, who was a counselor and her Alpha Nu sister, how Eleanor always found ways to help students, how extra care for her came from her chapter sisters, and how the scholarship started. She encouraged members to apply in the next biennium.

Invitation to 2018 Northwest/Southwest Regional Conference

Mary Ann Englehart extended an invitation to the Northwest/Southwest Regional Conference, July 9-11, 2018, in Anchorage, Alaska. She talked about the opportunities, events, activities, altruistic project, and registration costs.

Final Registration Report

Linda Warfield presented the final registration report.

Chapter Delegates	58
Chapter Alternates	7
Chapter Members	22
State Executive Board Members	7
Past State Presidents	9
Chairmen of State Standing Committees	4
Chairmen of the State Convention	2
Presidents of Council (President or Secretary)	4
Sustaining Members	0

International Representative	1
Parliamentarian	1
<u>Guests</u>	<u>12</u>
Grand Total	127

Announcements

Susan Raffo, with help from Miss Poppy, shared announcements related to evaluations, name tag recycling, banners and archives, past state presidents' drawing, presidents' reception, photograph of convention attendees, banquet, and Sunday executive board meetings.

One More Thing

Diana shared a special recognition for someone who "comes along with wisdom, humor and intelligence," and thanked Joanne Grimm as "Miss Poppy" for being a woman of vision, presenting her with an award and thanks from the state board. Diana led the group in singing "Happy Birthday" to Joanne and to Becky Johnson.

Closing Thought

Kathleen O'Malley shared thoughts written by an unknown child, "When You Thought I Wasn't Looking," that reinforced the importance and value of being aware that children are always watching adults, and that they learn how to act by what they see adults do, not by what adults might say.

Closing Resolution

Teresa Olea presented the Closing Resolution.

Whereas, the 32nd California State Convention of Alpha Delta Kappa assembled in sunny Santa Ana, home of the scenic Santa Ana Mountains and the infamous Santa Ana winds, May 4th, 5th, and 6th, 2018, is drawing to a close at the DoubleTree by Hilton, where we were welcomed with warm chocolate chip cookies, and

Whereas, the membership, attendees, and guests wish to thank the chapters of the Marina District, Orange Coast Council for so graciously hosting this Convention, and providing this opportunity to be inspired and to enjoy the camaraderie within our sisterhood, and

Whereas, we have provided fraternal education and excellence in education, contributed countless volunteer hours and made generous monetary donations, as we supported *Educators Helping Educators*, California's disaster crisis fund, *Break the Barriers*, the 2016-2018 State Altruistic Project, and *California Cares*, California's team in support of The Longest Day, the International Altruistic Project supporting Alzheimer's Association, and worked to increase

world understanding by reflecting the diverse California culture, as we enjoyed our youthful entertainers and the humor of Marla Jo Fisher,

Whereas, throughout this biennium, we have *Reflected the Vision* of Alpha Delta Kappa by increasing membership and the number of chapters striving to achieve seven pearl status, expanding communication by emailing the president's newsletter to our California membership, and exemplifying professionalism as we support our nation's educators, and

Whereas, the Convention Attendees accomplished the on-going business of the state for the 2016-2018 biennium, established a strong foundation for the 2018-2020 biennium, and remembered the vision of our founding members in achieving the goals of Alpha Delta Kappa, and

Now, Therefore, Be It Resolved that we express our gratitude to Diana Galvan, my Beta Eta Sister and California State President, for her continuing leadership, to the 32nd California State Convention Chairman Susan Raffo and our hard working Marina District sisters who reflected their generous spirits by being our eyes, feet, and hands in Santa Ana to plan and carry out this convention, our appreciation to all members of the California State Board who *Reflected the Vision* of our founding members as they worked diligently every day on the business of the sorority; a special thanks to our California sister and friend, Southwest Region International Vice President Mollie Acosta, for her graciousness, dedication, and integrity;

Be it Resolved, that the 32nd California Alpha Delta Kappa State Convention be adjourned.

Diana stated, "The question is to adopt the **Closing Resolution of the 32nd California State Convention.**" There was no discussion. The Resolution passed.

Diana asked all to stand to sing "The Lamp of Alpha Delta Kappa."

Adjournment

At 3:45 P.M. State President Diana Galvan declared, "The 32nd California Alpha Delta Kappa State Convention is adjourned *sine die*," and rapped her gavel.

Diana Galvan

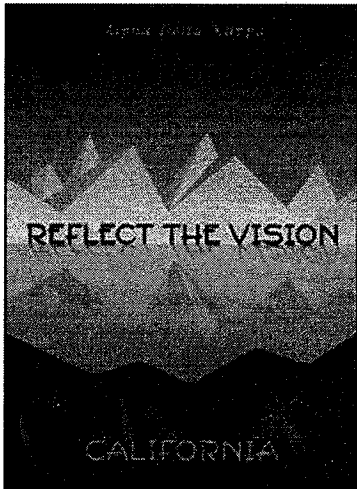
Diana Galvan

California Alpha Delta Kappa State President, 2016-2018

Lynne Keating

Lynne Keating

California Alpha Delta Kappa State Recording Secretary, 2016-2018



**Alpha Delta Kappa
32nd California State Convention**

**Summary of Banquet/Installation of Officers
Saturday, May 5, 2018 – 9:00 – 11:30 A.M.
Ballroom A, B, C and D**

**Summary of Omega Remembrance
Sunday, May 6, 2018 – 9:30 – 10:30 A.M.
Ballroom A**

Saturday, May 5, 2018

Presidents' Reception

5:15-6:15 P.M.

State President Diana Galvan and State President-Elect Karen Kirby welcomed and greeted Alpha Delta Kappa sisters and guests.

"Celebrating the Vision," Banquet/Installation of Officers

6:30-9:30 P.M.

See Appendices

President-Elect Karen Kirby welcomed sisters and guests.

Chaplain Kathleen O'Malley reminded guests that many "Thoughts for the Day" for this biennium have been centered on President Diana's theme, "Reflect the Vision." She spoke about the visions educators have for their students' achievement each year, and about how they reflect on those achievements at the end of the year. She quoted Ralph Waldo Emerson, "The purpose of life is not to be happy. It is to be useful, to be honorable, to be compassionate, to have made some difference ..." Dinner was served.

Karen introduced honored guest Southwest Region International Vice President Mollie Acosta. A welcome gift from Orange Coast Council was presented to Mollie by council representative Mari Page.

Karen also introduced and welcomed Southwest Region International Membership Consultant Betty Jo Evers, Arizona Iota, and Parliamentarian Dollie McPartlin, Nevada Kappa, Past Nevada State President.

Karen thanked Kelly Meade, Zeta, for her technical expertise and assistance.

Diana Galvan asked Excellence in Education Chairman Andrea Street to share information about the award. Andrea described the award and introduced the eight sisters who were nominated. She mentioned that the committee found it to be difficult to make a decision, because of the high quality of

the nominees and their work. Diana presented the California Excellence in Education Award to Michelle Ramos-Heffner, Gamma Nu, who was nominated by Gamma Nu member Carol Valcarcel.

Diana next presented the Betty Rosenberg Golden Chapter Award to Beta Eta chapter. Kim Gerould, chapter president, accepted the award, and chapter members were invited to stand to be recognized.

Karen presented outgoing President Diana with a gift from the executive board in appreciation of her dedication, hard work, and clear vision.

Karen presented gifts to outgoing executive board members, and spoke of their individual talents and contributions to the board. The outgoing members were: Joanne Grimm, Lynne Keating, Kathleen O'Malley, Mary Krause and Mary Ann Englehart.

Treasurer Marlene Cordova presented Mary Ann with a California State Life Membership card. Sara Cooper, historian for 2014-2016, presented Mary Ann with a photo album of Mary Ann's 2014-2016 biennium as state president.

Southwest Region International Vice President Mollie Acosta served as the installing officer for the Installation of the 2018-2020 State Officers. Incoming officers were escorted to the podium. After installation, Mollie presented each officer with a pin with the graphic "Energy, Opportunity, Impact," which is the logo for International President Sue Pelchat's term.

Mary Ann presented Diana with the perpetual Presidents' Gavel plaque, which is now engraved with Diana's name.

Diana presented the California president's guard to Karen. Karen then gave Diana the past state president's guard for her badge.

President Karen delivered her acceptance speech, with a focus on her theme, "Ride the Wave of Inspiration." She challenged each sister to be an inspiration to others, and to also draw inspiration from each other. She stated that she is inspired to face the job as state president with honesty and integrity, and with everyone's best interests at heart.

Susan Raffo announced that \$900 was raised with the state past presidents' drawing, and will be donated to the California Cares team for the Alzheimer's fundraiser, "The Longest Day." The gift basket was awarded.

Kathleen presented the closing thought, by relating the story of Sarah Blakely, the inventor of SPANX. Sarah was a woman of humble beginnings, who had an inspiration that she held close until it was possible to develop a prototype and ultimately a successful business. Sarah stated, "That more important than the destination or where she's ended up is being true, authentic and kind." Kathleen asked members to be inspired to participate fully in our beloved Alpha Delta Kappa to keep it strong.

The banquet closed with the singing of "The Lamp of Alpha Delta Kappa."

Sunday, May 6, 2018

“Reflecting the Memories,” Omega Remembrance

9:00-10:00 A.M.

See Appendices

After an instrumental prelude, Diana Galvan welcomed those present to the Omega Service, a time for remembering the sisters who have joined the Omega Chapter. Thirty-three sisters passed away during the 2016-2018 biennium.

“Candles of Remembrance” was shared by Joanne Grimm.

Kathleen O’Malley presented the opening thoughts. She reflected on life as a time of passage, and stated that the sisters being honored were active participants in life. She explained that each of them as sisters touched each of us, and that bonds of sisterhood continue even past the coming of death. She praised them as models for emulation by their sisters, as they smile at memory of past shared events. Kathleen presented the poem “Afterglow” by Carol Minkel.

“I’d like the memory of me to be a happy one.
I’d like to leave an afterglow of smiles when life is done.
I’d like to leave an echo whispering softly down the ways,
Of happy times and laughing times and bright and sunny days.
I’d like the tears of those who grieve to dry before the sun
Of happy memories that I leave when life is done.”

“Rainbow Connection” instrumental selection was played.

“The First Day,” by Shawn Keegan, was read by Karen Kirby.

The presentation, “Reflections of Light,” was shared, as names and chapters of the Omega sisters were displayed, accompanied by a harp instrumental selection.

“Let There Be Peace on Earth” was played as an instrumental selection.

“Remember Me,” by Margaret Mead, was read by Lynne Keating.

The closing thought was shared by Kathleen O’Malley, “The Omega Passage Connection.” This poem was written by Gamma Eta member Nancy Turner.

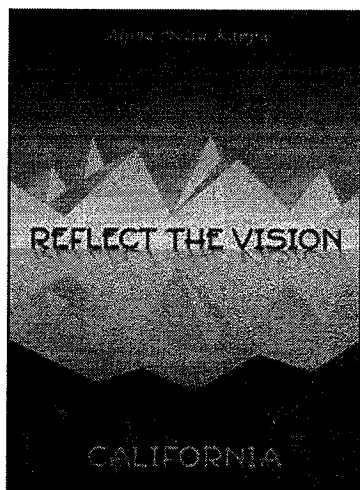
Those present exited the ceremony during the postlude, the instrumental selections “On Eagle’s Wings” and “You Raise Me Up.”

A postcard with the text of “The Omega Passage Connection” was distributed to those who attended the Omega service.

**Alpha Delta Kappa
32nd California State Convention
May 4 – 6, 2018**

**3.0
Minutes**

Post-Convention Executive Board Meetings



Alpha Delta Kappa
32nd California State Convention
Post-Convention Expanded Executive Board Meeting
Minutes
Sunday, May 6, 2018

Doubletree by Hilton
201 E. MacArthur Blvd.
Santa Ana, CA

1.0 Call to Order: State President Diana Galvan called the meeting to order at 10:13 A.M. She announced that she will be passing on the gavel to new State President Karen Kirby. She acknowledged and thanked Dollie McPartlin, Betty Jo Evers and Mollie Acosta for their presence at the convention. She also thanked State Convention Chairman Susan Raffo for all she did to make the convention a success.

2.0 Silent Roll Call: Diana reminded those present to sign the silent roll call form.

Board Members present:

Diana Galvan	State 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	Southwest Region International Vice President
Betty Jo Evers	Southwest Region Membership Consultant, Arizona Iota
Dollie McPartlin	Nevada Kappa, Past Nevada State President
Susan Raffo, Beta Rho	Past State President, State Convention Chairman
Linda Warfield, Beta Eta	State Convention Registration Chairman
Rita Prichard, Beta Eta	State Convention Treasurer

3.0 Opening Thought: Kathleen shared some thoughts from Dr. Robert McNeish's "Lessons from Geese," examples of the importance of teamwork. This lesson centered on the importance of encouragement and nurturing to ensure effective teamwork. Quality "honking" provides that encouragement, and leads to individual empowerment.

4.0 Approval of Agenda: Item 5.0 Call to Order was a duplicate of item 1.0. After this correction and hearing no objections, Diana declared the agenda approved as amended.

5.0 Review of Bills with Receipts: Board members reviewed expense reimbursement requests.

MOTION: Karen Kirby moved to pay the bills as submitted. Sara Cooper seconded the motion.

Mary Ann Englehart mentioned that there was no expense form submitted for engraving of the perpetual membership award, as the vendor did the engraving for free.

The motion passed.

6.0 Convention Reports

- a. Convention Registrar Linda Warfield reported that there were 116 registered for State Convention, with 115 in attendance. She stated that registration went well.
- b. Convention Treasurer Rita Prichard reported that things went smoothly. She made ten deposits. She reported that it will be important to be certain that the account for State Convention is named properly, as banks are very particular about having the exact name of the account on any checks received.

Rita has reimbursement forms for convention expenses for anyone who needs one. It was also stated that the charges for Mollie's room were covered, as well as Dollie's room, registration and airfare.

- c. Convention Chairman Susan Raffo complimented Pam Burris on the decorations and the timely setup. She said the council support was amazing. She glanced at the evaluations and noted that most scores are 4s and 5s.

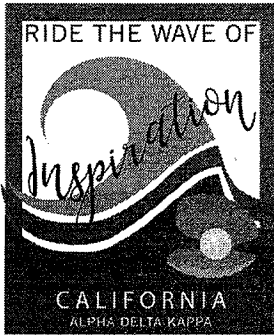
Susan asked for suggestions. Comments included: there were some glitches with the hotel, the meeting space was good, everyone was flexible, food service was slow, the staff was very responsive, work out procedure for escorting new board, and determine location for photo of attendees ahead of time.

Diana thanked Susan for her phenomenal work as Convention Chairman. She also thanked Rita for keeping track of the money and Linda for coordinating the registration.

Joanne remarked that Kathleen did a splendid job with the Omega ceremony. Karen suggested making tissues available.

Diana expressed thanks to those board members who were departing, for their hard work and inspiration.

- 7.0 Closing Thought:** Kathleen shared a thought from Mary Oliver. “To live in this world, you must be able to do three things: to love what is mortal; to hold it against your bones knowing your own life depends on it; and, when the time comes to let it go, to let it go.”
- 8.0 Recess for Transition of Officers:** Diana said goodbye and thanked Kathleen, Lynne, Joanne, Mary and Mary Ann. The meeting was recessed at 10:41 A.M.



California Alpha Delta Kappa
32nd California State Convention
Executive Board Meeting Minutes
Sunday, May 6, 2018

DoubleTree by Hilton, Santa Ana
201 E. McArthur Blvd. Santa Ana, CA

1.0 Call to Order: State President Karen Kirby called the meeting to order at 10:50 a.m.

2.0 Introductions: After Diana Galvan was introduced, she formally passed the President's gavel to our new President Karen Kirby. Karen asked each sister to introduce themselves around the table. Karen then showed her new logo to the Board and told us she was going to change the words at the top to make them darker so they could be read more easily.

3.0 Welcome from IVP: Mollie Acosta congratulated us and hopes that we will Ride the Wave of Inspiration and that we will have a wonderful journey this biennium. She told us to enjoy the ride and we will work on areas where we can strengthen ADK. She encouraged us to come to the Regional Conference in Anchorage this summer.

4.0 Silent Roll Call: The Post-Convention Executive Board Meeting Roll Call Sheet was passed around by Anita Brown, Secretary.

Members Present:

Karen Kirby
Diana Galvan
Sara Cooper
Mari Page
Marlene Cordova
Anita Brown
Rosena Kruley
Virginia Riding

President
Immediate Past President
President-Elect
Vice-President, Membership
Treasurer
Secretary
Historian/Sergeant-at-Arms
Chaplain

Guests:

Mollie Acosta
Donna McCartney
Linda Warfield
Betty Jo Evers
Susan Raffo

SWR International Vice Pres.
State Altruistic Program Chair
Past State Altruistic Program Chair
SWR Membership Consultant
State Convention Chair

5.0 Exchange of Materials/Flashdrives: Board members exchanged materials and flashdrives with their counterparts that were available. Some had done this earlier that morning or will do so soon.

6.0 Opening Thoughts: State Chaplain, Virginia Riding, had prepared Opening Thoughts for us. She shared a quote from country singer Reba McIntyre about using three important bones: a wishbone to be innovative, a backbone to be tough, and a funny bone to always have a positive outlook on life...let's be creative thinkers!

7.0 Approval of Agenda: With no changes or additions, the agenda was approved as written.

8.0 Correspondence: President Karen asked Anita to please write thank you cards to Molly, Betty Jo, Dolly McPartlan, and Kesha from the Double Tree Hotel. Karen also asked Anita an extra GIANT thank you card be sent to Susan Raffo for chairing the 32nd California State Convention! President Karen wants to personally thank Marla Jo, our luncheon speaker, because Karen has read Marla Jo's column in the Orange County Review newspaper for many years.

9.0 Treasurer's Report: The Treasurer's Report was given by Marlene Cordova. She passed out a detailed information sheet for the new Executive Board Members. Marlene gave us two blank copies of the Reimbursement Forms that we are to use in the future.

9.1 Expense Reimbursement Forms: Please refer to the sheet passed out by our Treasurer. The cheapest way to travel is reimbursed. We need to carpool from the airport to save money. We always stay two sisters to a room. If you have a single room, you are only reimbursed for half of the room expense. A question was asked if we have a budget for our own particular office. The answer was no, there is not a line item budgeted for each office.

9.2 Expense Reimbursement Procedures: Please refer to the sheet passed out by our Treasurer. New Executive Board members do not get reimbursed for this convention. Karen would like Sara Cooper to take on the job to coordinate travel plans for this board. Mollie suggested using a Google Doc format. Sara said that was her plan.

10.0 New Business:

10.1 Meeting Protocol: Karen wants to set a tone for this biennium. She was very moved by a Mentoring Message from June Carpenter, Mentor for the Gulf Region. Karen passed out a sheet listing the 10 Norms to keep everyone on track during Executive Board Meetings. She discussed each one with us.

1. All members are equal: each member's opinion will be given thoughtful consideration.
2. Effective communication is critical. She wants us to speak our mind and ask questions.
3. Discussions are confidential. Keep the integrity of the group confidential.
4. Decisions are public knowledge.
5. Share the airtime, including when making motions.
6. Members will listen without interrupting; do not hold side/competing conversations. Put cell phones on silent. Cell phones should be put away unless someone is expecting an important call.

7. Decisions will be made by consensus, not personal agendas. Be open to others and their ideas.
8. Discussion will advance the thinking.
9. Side conversations can be distracting.
10. A reminder of stating "Norms" could be used to keep everyone on task.

Mollie added that the International Executive Board reviews their norms at every meeting.

10.2 Approval of Candidate Qualifications Chairman: Karen has spoken to Barb Ackelberry about serving as Candidate Qualifications Chairman. She has agreed to taken on that chairmanship.

MOTION: Sara Cooper moved that Candidate Barb Ackelberry be approved as the Candidate Qualifications Chairman. This motion was seconded by Diana Galvan. The vote was taken and motion passed.

10.3 Executive Board Job Descriptions: These Job Descriptions were started in January, 2017. They were finished in March, 2018. They were passed out today to the new Board members. A discussion about combining the duties of the Recording Secretary and the Corresponding Secretary will be held at our August training.

10.4 2018 – 2020 Chairmen/Committees: The entire California State Committee slate for 2018-2020 was presented by President Karen.

Scholarship Chairman: vacant

The Scholarship Committee Members:

Northern - Cathie Wright, *Beta Alpha*

Valley - vacant

Marina - Helena Ramirez Watson, *Delta*

Southern - Grete Lima, *Beta Iota*

Altruistic Reports Chairmen:

Northern & Valley - Colleen Golden, *Beta Rho*

Marina & Southern - Kathy Raschka, *Beta Theta*

State Altruistic Project Chairman - Donna McCartney, *Gamma Nu*

State Altruistic Project Committee

Northern - Connie Adams, *Beta Tau*

Valley - Sandra Fletcher, *Lambda*

Marina - Sandy Johnson, *Gamma Tau*

Southern - Maria Bartolotto *Alpha Phi*

State Qualification Chairman - Barb Ackelberry, *Gamma Mu*

Northern - Serena Johnson Rojas, *Alpha*

Valley - Linda Barker, *Gamma*

Marina - Gail Goodman, *Zeta*

Southern - Andrea Street, *Gamma Zeta*

Bylaws Chairman - Susan Raffo, *Beta Rho*

Excellence in Education Chairman - vacant

Technology Chairman and Webmaster - Diana Galvan, *Beta Eta*
World Understanding Chair - Kathleen O'Malley, *Gamma Eta*
Resolutions Chair - vacant

Karen asked Diana to explain her conversation with former Technology Chairman and Webmaster, Janet Armstrong. Karen and Diana are pursuing the possibility of the duties of this position be assumed by the president and immediate past president. After discussion with Janet, it was decided to do this on a trial basis.

President Karen asked Mollie to help find sisters for the vacant positions. Dawn Pollard is a possible candidate for the Valley Scholarship Committee.

The slate of California State Committees for 2018-2020 was approved.

10.5 Calendar Dates: Karen presented the meeting dates for the 2018 – 2020 biennium were presented. She told us we always need to plan to arrive the Friday before a meeting, preferably before 1:00 PM and stay through Sunday noon when attending district conferences. The list of important dates are:

NW/SW Regional Conference, Alaska	July 9-11, 2018
International Convention, Minneapolis	July 17-20, 2019
California State Convention, (No.District)	May 30, 2020

District Conferences 2018-2019:

Northern	October 6, 2018
Valley	November 3, 2018
Marina	January 26, 2019
Southern	March 9, 2019

District Conferences 2019-2020:

Northern	October 5, 2019
Valley	November 9, 2019
Marina	January 25, 2020
Southern	March 14, 2020

10.6 Leadership Training: Right now save the dates of August 6, 2018 in the morning until August 9, 2018 in the afternoon. We will be meeting at Karen's home in Mission Viejo. She has room for 4 sisters. Sara will make arrangements for the others. Karen will send out all the details later.

10.7 NW/SW Regional Conference

10.7.1 Updates: There are 150 sisters who have registered online. Over 300 are expected to attend the NW/SW Regional Conference in Anchorage, Alaska.

10.7.2 Travel Plans: Diana suggested we should coordinate travel plans. We have fiscal responsibilities to our organization. This is not a vacation, it is business. Coordinate plans through Sara.

10.7.3 Budgeted Expenses: Marlene Cordova explained the budget for the conference. There is \$2,000 budgeted for travel expenses for the state president, immediate past president, president-elect, vice president for membership, and treasurer. There is \$1,200 budgeted for travel expenses for the secretary, historian/sergeant-at-arms, and chaplain. This comes to \$400 per person for travel expenses.

There is \$1,800 budgeted for hotel expenses for the state president, immediate past president, president-elect, vice president for membership, and treasurer. There is \$1,080 budgeted for hotel expenses for the secretary, historian/sergeant-at-arms, and chaplain. This comes to \$360 per person for hotel expenses.

10.7.4 Lanyard Sales: It was decided to take several lanyards to Anchorage to sell. We make \$2 per lanyard for our Educators Helping Educators fund. We will ask other California sisters to sell the lanyards at the tables. A discussion was held and a decision made not to take the purple shirts as they are too heavy.

10.8.5 NW/SW Altruistic Project: This year the NW/SW Altruistic Project will be the Ronald McDonald houses in Anchorage and Seattle. Mollie met Roberta, the Director of the mothers/children 6th floor facility that only serves Native American Indian mothers and children in up to 32 beds. Gifts were donated to raise money for the project including two round trip tickets by Alaska Airlines and one special handmade art work. Sisters will work together to make tiny baby hats and the fleece blankets for hospital patients.

10.8.8 Friendship Fair: Susan Raffo will re-send her last January email regarding the Friendship Fair. Ideas were generated from the Board. Each state in our region is allowed 1-2 tables to display the highlights of our state while addressing California's past, present, and future. This fair will only last 2 hours. Mari Page will begin developing ideas to be shared with the rest of the board.

11.0 International Convention: This item will be postponed until the August training.

12.0 Longest Day Alzheimer's Activity: The Longest Day Alzheimer's Activities will be handled by Diana. She will send a reminder email listing specific ideas for raising money.

13.0 Other: Karen thanked everyone for being on this biennium's Executive Board. She wants us to continue sharing our ideas. She gave everyone a gift of note cards which displayed her new logo.

Susan would like to know if she could be reimbursed for her mileage as she must travel a long way to be the liaison to the Peninsula/South Bay Council. She has had many conversations and trips down to Gamma Lambda who have voted to disband as a chapter. She also would like Anita to take over her duties as the liaison for this council.

Betty Jo reminded sisters of two mandatory meetings at the NW/SW Regional Conference in Alaska. State presidents, presidents-elect, immediate past presidents, and vice presidents for membership/membership consultants will meet at 7:00 a.m. Monday morning July 9, 2018. Vice presidents for membership and membership consultants will meet Tuesday afternoon, July 10, 2018.

Around August 1st there will be a list of 45 ideas for fraternity education posted on the International website

14.0 Closing Thought: Virginia shared a Chinese proverb that states: If you are planning for a year, sow rice. If you are planning for a decade, plant trees. But, if you are planning for a lifetime, educate people...go back and share ideas from this convention with your chapters.

15.0 Adjournment: The meeting was adjourned at 12:58 pm.

Submitted by,
Anita Brown,
California State Secretary
California State Executive Board

**Alpha Delta Kappa
32nd California State Convention
May 4 – 6, 2018**

**4.0
Reports**

State Executive Board Members

REPORT OF THE 2016-2018 CALIFORNIA STATE PRESIDENT

Members of the Executive Board and Alpha Delta Kappa Sisters,

At the 31st California State Convention in Visalia, California, it was my honor to be installed as your California State President. The theme and banner *“Reflect the Vision”* for the 2016-2018 biennium was designed to remind us of the beauty of our state, to remember the vision of our founders and to reflect this vision in our Alpha Delta Kappa endeavors.

One of my goals as your California state president was to encourage more chapters to strive to earn 7-Pearl status. More than half of our chapters rose to the challenge and enjoyed the many benefits of working to achieve this award, including improving communication, fostering teamwork, and promoting pride in our membership.

Another goal was to increase our membership. Members were challenged with the phrase “each one reach one”. Membership in Alpha Delta Kappa is declining, but with the infusion of new members, we can reverse this trend. Plans have begun for a new chapter in Roseville. A momentous decision by International now allows us to invite retired teachers who are still directly involved in the educational process to join our chapters.

In August of 2016, the new state executive board met for leadership training and planning of the district conference programs. State executive board meetings were held throughout the state in conjunction with each of the eight district conferences. At the conferences emphasis was placed on the inevitability of change, the need for membership growth, and fraternal education. Board members had the opportunity to meet and interact with members throughout the state. California members met the infamous Ms Poppy, alias California Corresponding Secretary, Joanne Grimm, who provided humor as well as valuable tidbits of knowledge at each conference.

For the first time, the President’s eight newsletters were emailed to every member in the state with an active email address. Chapter presidents were asked to make the newsletter available to members without email. This expanded communication was an effort to be more inclusive of all members.

Members throughout the state supported a variety of altruistic projects. The California State Altruistic project was “Break the Barriers”. California also hosted a fundraising team “California Cares” in support of “The Longest Day” Alzheimer’s Association fundraiser.

The California website has been continually updated and has information on all facets of participation in Alpha Delta Kappa, scholarship applications, altruistic opportunities, officer training, President’s newsletters, a history of California Alpha Delta Kappa, and much more.

The California executive board completed a complete review of the Policy & Procedures governing our organization. The board is using Google docs and a projector for minutes, agendas, and other documents facilitating ease of review and change. An email survey of the membership for input regarding a proposed dues increase and the combination of two executive board positions was undertaken. Responses were used by the board in preparation of a balanced budget for 2018-2020. State dues were increased by \$5.00 beginning with the 2019 dues cycle. The California executive board made the difficult decision to reduce the number of executive board members from nine to eight by combining the positions of Recording and Corresponding Secretary as a cost-saving measure. Special thanks and recognition to Recording Secretary, Lynne Keating, who initiated and completed the momentous task of digitizing all of California’s past executive board minutes.

The challenge of planning a state convention from the opposite end of our great state was made easier by the wonderful support of the Marina District Orange Coast Council.

It has been a privilege and an honor to serve as your California state president. I am fortunate to have had a gifted and talented executive board who brought their insight, intelligence, and experience to help conduct the business of California Alpha Delta Kappa. I was proud to represent California as your state president at the Northwest/Southwest Regional Conference in Albuquerque, New Mexico in 2016 and at the International Convention in New Orleans, Louisiana in 2017.

Recommendations:

1. Continue to encourage the use of the California and International websites.
2. Emphasize the importance of keeping Directory information current on the International website.
3. Continue to email President's newsletter to all members.
4. Encourage the establishment of new chapters.
5. Explore establishing collegiate chapters in California.
6. Continue to encourage chapters to achieve 7-Pearl status.

Respectfully submitted,
Diana Galvan, *Beta Eta*
California State President 2016-2018

REPORT OF THE IMMEDIATE PAST STATE PRESIDENT 2016-2018

Madam President, Members of the California State executive Board, and Alpha Delta Kappa sisters: During the 2016-2018 biennium, your Immediate Past President has attended to the following responsibilities:

1. Oversaw the preparation of the 2016 State Convention Proceedings.
2. Attended nine State Executive Board meetings, including leadership training in August of 2016.
3. Attended eight District Conferences.
4. Served as technical support, transporting and setting up the States digital projector at District Conferences and Executive Board meetings to be used for powerpoint presentations, displaying pertinent documents, etc.
5. Purchased a new digital projector and supporting materials for the State.
6. Attended the Northwest/Southwest Joint Regional Conference in Albuquerque, New Mexico, participating in all leadership meetings with the State President, President Elect, and Vice President for Membership. At the conference, I presented a Google training workshop, "Walking Through the Cloud", with Mollie Acosta.
7. Served as liaison to the Fresno/Modesto and Bakersfield Councils.
8. Continued the work of Past State Presidents Sue Raffo and Mollie Acosta in revising and updating the California State Policies and Procedures.
9. Served as parliamentarian at Executive Board meetings.
10. Served on the Executive Board committee proofreading minutes of Executive Board meetings.
11. Currently serve as Co-Chair for the Northwest/Southwest Regional Conference to be held in Anchorage, Alaska in July, 2018.

Recommendations:

1. Encourage all members of the State Executive Board to actively participate in Board discussions.
2. Seek out potential leaders and encourage their participation in leadership roles.
1. Enable all Executive Board members to edit the California State website updating information for their particular area of concern.
2. Continue to make communication with all California sisters a priority through newsletters, e-blasts and personal contact.
3. Explore avenues for expansion through establishing new chapters.
4. Utilize past state presidents as a resource for communication and membership expansion.

Words cannot express what a wonderful journey serving on the State Executive Board has been. My California sisters are truly sisters with heart. Through altruistic projects, scholarships, and sisterly love and support, they truly Reflect the Vision of our founders. I am so proud to be a member of this organization and grateful for the opportunities to serve.

Respectfully submitted,

Mary Ann Englehart, Xi Chapter
California State Immediate Past President

Report of the State President-Elect 2016-2018

Madame President, Members of the California State Executive Board and Alpha Delta Kappa Sisters:

It has been my privilege to serve as your President-Elect during the 2016-2018 biennium. The biennium began with Executive Board officer training in August 2016. During the biennium, I have worked with California's council presidents to plan eight district conferences. During the first year of the biennium, I introduced the California Executive Board at each district conference through an entertaining Power Point presentation. During the second year of the biennium, I created a Power Point bingo game based on the fraternity education each officer wanted to convey. Attendees played the game, found responses on the bingo card and learned about our sorority. I purchased raffle tickets at each conference for bingo winners. Reservations for hotel accommodations and board meeting rooms were made for the State Board to conduct the Executive Board meetings following each district conference. Reservations were made through Hotels.com, and I took advantage of discounts and coupons. I created evaluation forms for each district conference, tailoring the evaluation to each conference. In the second biennium year, I tabulated all the responses from each conference and shared the results with the Board and the host council presidents.

It was a privilege to attend the 2016 Southwest/Northwest Regional Conference in Albuquerque, New Mexico. At the conference, I presented a workshop on docent touring tips and techniques. It was my first introduction to the other Southwest Region Presidents-Elect. We call ourselves the Gr8 Traveling Sisterhood. We have communicated throughout this biennium and shared ideas. I met these wonderful sisters again at the International Convention in New Orleans in July, 2017. Our mentor the first year was Betty Jo Evers. The second year our mentor was Barbara Stanfield. Both women sent us monthly mentoring memos filled with valuable suggestions and ideas to aid us in our duties as state presidents-elect and presidents.

It was a pleasure to serve as State Board liaison to Orange Coast Council and Channel Islands Council. I took the train to attend the Channel Islands Council meetings when they were held in Santa Barbara because the travel distance is so great.

I revised and updated the Presidents' Council Handbook, using a form created by President Diana Galvan. The Handbook was posted on California Alpha Delta Kappa's website. I updated the Handbook on the website as needed. I also sent revision information to Board members so they could revise their hard copies.

My recommendations for the President-Elect for the next biennium are:

1. Collaborate with council presidents in planning district conferences and incorporating the state president's theme. Make sure council presidents utilize the "Planning District Conference Guidelines" in the Presidents' Council Handbook.
2. Encourage all California sisters to utilize the resources on the state website.
3. Continue to use technology as a means of timely and effective communication.
4. Create an easy-to-use form to collect new chapter/council officers information for the Presidents' Council Handbook,
5. Continue to use group reservations services to make arrangements for California State Executive Board meetings.

Respectfully submitted,

Karen Kirby, Gamma Mu, State President-Elect

REPORT OF THE VICE PRESIDENT FOR MEMBERSHIP 2016-2018

Madame President, Members of the California State Executive Board and Alpha Delta Kappa Sisters,

During the 2016-18 biennium, your vice president for membership fulfilled the following:

1. Attended both the 2016 Northwest-Southwest Regional Conference in Santa Ana Pueblo, New Mexico and the 2017 International Convention held in New Orleans, Louisiana.
2. Participated in a three-day leadership workshop, eight state executive board meetings and eight district conferences.
3. Collected the *Chapter Needs Assessments* once each biennium. Compiled and presented the results to the executive board, southwest regional membership chair, and the chapter presidents.
4. Sent reports to the southwest regional membership chair updating membership information based on membership information provided by International's roster for California.
5. Sent monthly memos to the chapter membership chairs about ways to increase, sustain, and encourage membership.
6. Wrote welcome letters to all new members, and emails of encouragement with suggestions to chapter presidents whose chapters fell under fifteen members
7. Served as the liaison to the Inland Cities Council, as well as a link to the sustaining members.
8. Communicated with other state membership chairs with regards to the declining enrollment.
9. Read and highlighted pertinent information in the new *Membership Development Manual*.
10. Sent eBlasts announcing the *International Membership Campaign*.
11. Provided chapter presidents the updated allotted number of chapter delegates for the state convention.
12. Awarded the highest net growth chapter with the California Membership Award at the state convention, as well as presented certificated to chapters having positive net growth.
13. Compiled, maintained and systematized digital folders of the needed documents for the next vice president for membership.

Recommendations:

1. Set time aside with the state membership team to create a concrete *Membership Action Plan* to present to the members at large as a focus for the biennium.
2. Meet with the newly-elected vice president for membership to go through the duties of the office.
3. Provide training for chapter membership chairs to use the state and international websites.
4. Continue sending the monthly membership memos to all chapter membership chairs.
5. Continue awarding the *California Membership Award* at the end of each biennium.

It has been an honor and a gratifying pleasure to serve Alpha Delta Kappa as the State Vice President for Membership. I thank all those members throughout California and the nation for their advice, leadership and for sharing all that makes us Alpha Delta Kappa.

Respectfully submitted,

Sara Cooper

Sara Cooper, Beta Iota
California State Vice President for Membership

Report of California State Treasurer 2016-2018

Madame President, Members of the California State Executive Board and Alpha Delta Kappa Sisters:

During the 2016-2018 biennium, your treasurer has accomplished the following responsibilities:

1. Attended one leadership training, nine State Executive Board meetings, eight district conferences, California State Convention in Santa Ana, CA, SW/NW Regional Conference in Albuquerque, NM, and the International Convention in New Orleans, LA.
2. Served as liaison to the Golden Gate Council.
3. Continued to use Quicken accounting program to track income and expenditures.
 - a. Provided income and expenditure reports at each executive board meeting.
 - b. Monitored state budget.
 - c. Provided report of account balances at each district conference.
4. Corresponded with CA chapter treasurers via email and personal phone calls.
5. Tracked filing of required federal and state epostcards and C-1 Annual Chapter Reporting Form and Audit from each CA chapter for two fiscal years.
6. Collected CA state dues from each chapter.
7. Collected International and state dues from CA Sustaining members.
8. Requested filing of H-119 Report of Member Changes for sisters noted as resigned or had joined Omega chapter as indicated on the H-138 form.
9. Received and tracked information from H-119 Report of Member Changes.
10. Provided quarterly transaction reports to Express Financial Services.
11. Reviewed IRS and Franchise Tax returns prepared by Express Financial Services.
12. Collected expense vouchers with substantiating receipts and wrote reimbursement checks to state executive board members and state committee chairmen.
13. Renewed the State Treasurer's bond.
14. Disbursed scholarship funds and Noel Leonard grants.
15. Communicated with state budget committee to develop the 2018-2020 budget.
16. Wrote budget descriptions to be included in the state convention packet.
17. Reconciled and monitored monthly the general checking, savings, reserve and Noel Leonard accounts.
18. Provided technical support to several chapter treasurers.
19. Tracked sales of CA state pins, lanyards and shirts.
20. Sent designated contributions to state altruistic project Break the Barriers.
21. Sent guidelines from the CA State Attorney General's office to all chapter treasurers to assist them in filing and reporting chapter-held raffles.
22. Collected monies for the California Crisis Fund, Educators Helping Educators.
23. Utilized Google Docs to communicate and assist other executive board members.
24. Maintained and stored financial records as required.
25. Updated Treasurer's Corner on CA website and newsletter

Recommendations:

1. Continue to use Quicken to track and reconcile income and expenses.
2. Provide in-depth inservice to the new state treasurer on using Quicken.

Respectfully submitted,
Marlene Cordova, Phi, California State Treasurer

Report of the State Recording Secretary 2016-2018

Madame President, Members of the California State Executive Board and Alpha Delta Kappa Sisters,

As state recording secretary during the 2016-2018 biennium, I fulfilled the following duties:

- Attended the executive board training,
- Attended eight district conferences,
- Attended eight executive board meetings and recorded the minutes for each meeting,
- Reviewed the draft of minutes with the assistance of two board members prior to distributing a final copy to the rest of the executive board members,
- Submitted to the state president a summary of action items taken at executive board meetings for inclusion in the state newsletter,
- Served as co-liaison to the Inland Cities Council, attended six council meetings, and shared the liaison report at those meetings,
- Recorded the proceedings of the 2018 state convention, including pre- and post-convention executive board meetings, business sessions, banquet, and Omega service,
- Collected reports from state executive board members, state standing committee chairmen and state convention chairmen,
- Collected programs, speeches, reports and handouts from state convention,
- Collected and redistributed some flash drives from officers and chairmen,
- Prepared a flash drive of documents generated during the biennium,
- Scanned hard copies of past state executive board minutes into digital format, and stored on flash drive, saving one hard copy of each meeting's minutes, as well as those minutes of poor quality, which would not scan,
- Will prepare Proceedings of Convention for publishing, arrange for printing and delivery of hard copies to a 2018-2020 state executive board member, and share a digital copy for posting on the California website.

Recommendations:

- Continue the review of draft of minutes by two executive board members,
- Continue the practice at executive board meetings of giving the secretary a printed copy of reports before the start of the meeting, i.e., treasurer's report, membership report.
- Prepare a digital document that includes all of the state executive board minutes for the biennium,
- Discuss the ramifications of the elimination of the corresponding secretary position, and rewrite the job descriptions once the new duties for the secretary are clarified.

It has been a pleasure to serve the sisters of California Alpha Delta Kappa as a member of the 2016-2018 executive board. I have enjoyed the work with this amazing team. I appreciated the opportunity to visit the sisters of our state, and to see California Alpha Delta Kappa in action.

Respectfully submitted,

Lynne Keating

Lynne Keating, Gamma Eta
State Recording Secretary

REPORT OF STATE CORRESPONDING SECRETARY 2016-2018

Madam President, Members of the California State Executive Board and Alpha Delta Kappa Sisters,

“A correspondence secretary is an organization’s link to the community,” according to the definition of that office by the California Federation of Women’s Clubs. It has been my responsibility when directed to by the State President to be that link.

I have done the following:

- written and sent letters of sympathy, congratulations and appreciation in the name of the State Board.
- attended eight district conferences, the 2016 Regional Conference in Albuquerque, the 2017 International Convention in New Orleans and all State Board meetings.
- served as liaison to both Peralta and Delta Councils and have attended the meetings and special events of these councils when they did not conflict with district meetings. I have been in contact by email and text with the officers of these council.
- served as copy editor for Visions, the state newsletter.
- read at State Board meeting correspondence received and reported on correspondence sent.

As many members of the State Board preferred to handle their own correspondence, the need for this office decreased.

My time as corresponding secretary has been interesting and educational. I have enjoyed as always meeting sisters and making new friends from not only California, but from the United States and the provinces.

RECOMMENDATIONS

1. The duties of the corresponding secretary should not be added to the recording secretary’s duties. Correspondence should be handled by a State Board member as it applies to the duties of her office.
2. Every effort must be made to reach and communicate with members who do not have access to or who do not choose to use email or text.
3. The president appoints a non-board member to edit the state newsletter, relieving the president of this task and increasing membership interest and participation.

Respectfully submitted
Joanne Grimm, Alpha Alpha
Corresponding Secretary

“The proper definition of a human is an animal that writes letters.” Lewis Carroll

Report of the State Historian and Sergeant-at-Arms 2016-2018

Madame President, members of the California State Executive Board, and Alpha Delta Kappa sisters:

During the 2016-2018 biennium, your Historian/Sergeant-at-Arms will have filled the following responsibilities:

1. Attended eight out of nine State Executive Board Meetings.
2. Attended seven out of eight District Conferences. Presented and led the United States *Pledge of Allegiance* and displayed the California State President's banner.
3. Distributed and collected the surveys at the District Conference to assess the needs and direction suggested by the membership.
4. Submitted a write-up with photos of all official functions for the President's newsletter.
5. Served as liaison to the Sierra Council and submitted reports to the State President.
6. Attended the California State Conventions in Visalia and Santa Ana, serving as Sergeant-at-Arms at the latter.
7. Attended the Northwest/Southwest Regional Conference in Bernalillo, New Mexico.
8. Attended the International Convention in 2017 in New Orleans and served as Sergeant-at-Arms.
9. Had photos of events available for the State Executive Board. Sent best photos for use in the newsletter.
10. Did not provide *Power Point* training to Chapter or District Historians in the first year of the biennium. Never asked to do this for the 2016-2018 biennium.
11. Refined instructions on the use of *Snappfish*, the chosen online company to create the 2016-2018 electronic archives. Instructions were posted on the Historian's Corner on the CA website.
12. Communicated via e-mail, United States mail, and phone calls with CA Chapter Historians. Newsletter reminders and presence on the CA website helped to disseminate information.
13. Assisted Chapter Historians, as needed, in use of *Snappfish*, to create a photo history of the biennium.
14. Complied the 2016-2018 California Alpha Delta Kappa photo history to be made available for purchase on Snappfish, on being presented to Diana Galvan, the retiring State President when she leaves the State Executive Board.
15. Worked with the balloting chairman to facilitate the elections of the 2018-2020 CA State Executive Board.
16. Provided balloting boxes, ballots, signs, and forms for the State Convention elections.
17. Coordinated with the Convention chair to check-in and check-out archival documents as duties of the Historian/Sergeant-at-Arms.
18. Prepared a flash drive and shared hard copy documents for further referencing to the newly elected State Historian/Sergeant-at-Arms.
19. Reviewed the Historian/Sergeant-at-Arms job descriptions with the newly elected sister.
20. Reorganized, boxed and labelled Sergeant-at-Arms materials used at the State Convention.

Recommendations:

1. Continue the use of an electronic scrapbook tool. Explore other user-friendly choices like *Shutterfly*.
2. Continue to send detail instructions to Chapter Historians, and Chapter Presidents with clear due dates.
3. If new electronic scrapbook tool is selected, create a video or recommend the use of the on-line video of the new company selected for Chapter Historians to view.
video of the new company selected for new Chapter Historians to view.
4. Encourage chapters to select technologically-savvy members to become Chapter Historians.
5. Have past electronic scrapbooks available for viewing on the state Alpha Delta Kappa website.

Respectfully submitted,

Mary Krause, Beta Tau
California State Historian/Sergeant-at-Arms, 2016-2018

REPORT OF THE STATE CHAPLAIN 2016-2018

Madam President, Members of the California State Executive Board and Alpha Delta Kappa Sisters:

My goal as chaplain for the 2016-2018 biennium was to bring opening and closing thoughts to Executive Board meetings, district conferences and the 2018 State Convention that were educational, inspirational, timely, and spoke to the lives of the members. The thoughts were drawn from stories, quotations, poems, and my personal experiences.

It is the responsibility of the chaplain to engage the members and to “set the tone of a meeting.”

I presented opening and closing thoughts at all Executive Board meetings including the Board training session, eight District conferences and other events when asked. Copies of the thoughts were given to members who requested them and to the recording secretary to be included in meeting minutes. Chaplain’s Chatter on the State web site also included all thoughts shared during the 2016-2018 biennium. I participated in training sessions for chapter officers. I served as the liaison to the San Diego council and attended their meetings and special events. I organized and with Executive Board members conducted the 2018 Omega service. I attended the Northwest/Southwest Joint Regional Conference in Albuquerque, NM in 2016 and the International convention in New Orleans in 2017.

Recommendations:

Working with the State Treasurer and Vice President for Membership continue to develop a plan for the reporting of members moving into Omega and decide which officer shall extend the condolences of the Executive Board to the reporting chapter.

With former state chaplains, create a standard program or ritual for the Omega ceremony.

Visit the International website for ideas and resources that are posted from other S/P/Ns.

Continue to request the themes of district conferences in advance, so the Thoughts presented reflect the theme or the activities of the district.

I have truly enjoyed serving as chaplain, learning about this special position and meeting the women who make Alpha Delta Kappa the exceptional organization that it is. It has been a wonderful experience working with such a caring, knowledgeable and dedicated executive board.

Fraternally,

Kathleen O’Malley, Gamma Eta Chapter
California State Chaplain

32nd California State Convention

May 4 – 6, 2018

5.0

Reports

State Standing Committee Chairmen

Report of the State Scholarship Chairman 2017-2018

Madame President, Members of the California State Executive Board, and Alpha Delta Kappa Sisters,

Since the previous chairman, Anne Yeghoian, moved out of state, I took over this position for the last part of the biennium. It was a privilege to serve as chairman of this committee. Thank you to the State Scholarship Committee for your assistance this past year: Anita Brown, Alpha Lambda, Virginia Riding, Gamma, Edwina Atens, Delta, and Brenda Ferich, Beta Omicron.

During my year serving as chairman, two Mini District applications were received and one was awarded to Carole Taylor, CA Beta, and Maureen Boland, Gamma Beta, Northern District. They plan on using the funds to purchase new books for new teachers in San Mateo County.

Two applications were received for the Eleanor Bendell State Scholarship Award. Both were strong applicants and the recipient will be announced at the 2018 State Convention in Santa Ana.

Please consider the following recommendations:

- Post the rubric for the Mini District application on the ADK California website.
- 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 professional experience that could go back 20 years or more.
- 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 Scholarship applicant and who receives the photo of the applicants.
- Identify an alternate scholarship committee member who can fill in if one of the committee members is unable to fulfill their duties.

Thank you for your consideration.

Respectfully Submitted,

Robin Burns, Beta Rho

California State Scholarship Chairman 2017-2018

REPORT OF CHAPTER ALTRUISTIC REPORTS CHAIRMEN 2016-2018

Madame President, Members of the California Executive Board, and Alpha Delta Sisters: Thank you for giving Rosena Kruley and me, Hilary White, the opportunity to serve as Altruistic Chairmen for California.

During the 2016-2018 biennium, the state of California had a total of 49 chapters in 2016-2017 and 48 chapters in 2017-2018 with 47 reporting in 2016-2017 and 40 reporting in 2017-2018. Within reporting chapters, membership was 1,101 in 2016-2017 and 871 in 2017-2018.

During the 2016-18 biennium, the Alpha Delta Kappa sisters of California were extremely generous and gave many hours of service, and many monetary and non-monetary gifts to a variety of worthwhile recipients. Our contributions are as follows:

CONTRIBUTION	2016-2017	2017-2018
Hours of Altruistic Service	42,157 Hours	32,322 Hours
Monetary Gifts	\$113,995	\$135,193
Non-monetary Gifts	\$80,439	\$67,640
Scholarship	\$52,485	\$49,067
Dollar Totals	\$246,919	\$251,900

Thus, the 2016-2018 biennium Altruism total for California Alpha Delta Kappa sisters is \$498,819 with 74,479 hours of service.

We would like to make the following recommendations:

1. Develop an Excel *template* to simplify the reporting process.
2. Communicate consistent due dates and procedures throughout the organization at all levels, i.e., National, State, and Chapter.
3. Consider implementation of an automated, self-reporting computer system to simplify the process and insure accuracy.

Respectfully submitted,
Rosena Kruley- Beta Alpha Chapter
Northern and Valley State Altruistic Chairperson

Hilary White-Gamma Tau Chapter
Marina and Southern State Altruistic Chairperson

Report of Technology Chairman 2016-2018

Madame President, Members of the California State Executive Board, and Alpha Delta Kappa Sisters,

For the 2016-18 biennium, the California Alpha Delta Kappa website continued to be hosted by iPage. State President, Diana Galvan, updated the website as needed. As Technology Chairman, I was consulted when Diana had issues she could not resolve.

Web hosting and domain name are ongoing costs of maintaining the website. The domain name and domain name privacy will expire on 1/30/ 2021. In addition, service with iPage will expire 1/30/2019. Since my name is identified with the Alpha Delta Kappa account, fees were charged to my credit card. In the new biennium, payment information will need to be updated.

Important iPage login information to be shared with the incoming Technology Chairman has been given to Diana Galvan and to Karen Kirby.

The Internet Corporation for Assigned Names and Numbers (ICANN) requires that domain information be verified each year. This was completed in a timely manner during the biennium. Since I am currently listed as the contact, the name of the new Technology Chairman for 2018-2020 will need to be updated on the account. I will do this once I know the name of the new chairman.

Although International has provided the opportunity for our state website to be built using Google sites, I highly recommend that our current website be maintained. I am happy to provide training to new officers who may be assisting with the website.

Respectfully submitted,

Janet Armstrong, Gamma Kappa
Technology Chairman

Report of Bylaws Chairman 2016-2018

Madame President, Members of the California State Executive Board, and Alpha Delta Kappa sisters. I am honored to have served as the state Bylaws Chairman for this past biennium.

As a result of the vote by the delegates at the State Convention in May 2016 in Visalia, I was charged to align the California State Bylaws document with the International Bylaws as amended at the 2015 International Convention. I completed this task and submitted the state bylaws to the International Bylaws Committee for recertification by the October 15, 2016, deadline. Notification that the California State Bylaws we recertified was received in February 2017, from Kathleen Buligan, International Bylaws Committee Key Reviewer. Suggestions from the Committee mainly involved editorial changes. The Committee also encouraged the state to convert the current bylaws to the new format. This will be done after this State Convention.

During the fall of 2016, the newly aligned state bylaws were submitted to State President, Diana Galvan, for posting on the CA website. Information regarding changes to the CA State Bylaws was outlined in a letter, accompanied by a list of revisions to be included in chapter bylaws, was prepared for each state chapter president. The Letter of Certification was also revised and included instructions for completing and returning to the State Bylaws Chairman by March 15, 2017, either by USPS or via email. I wrote an article regarding recertification for the President's Newsletters during the first year of the biennium.

Starting in September 2016, I sent this letter and Letter of Certification via email to state chapter presidents, indicating that all changes to the Bylaws, approved by the delegates to the 2015 International Convention, were inserted into the CA State Bylaws. I also attached a copy of changes to be inserted into chapter bylaws. In order for the state and its chapters to maintain their "non-profit" status with the IRS, bylaw must be aligned with the International bylaws each time there are changes. Throughout the biennium, chapters without a Letter of Certification on file were sent reminders and a hardcopy packet. As of this State Convention, all state chapters have returned Letters of Certification, which indicates that all chapters have been notified of changes to the governance document for the state and its chapters.

As per recommendations to the State Executive Board at the State Convention in 2016, the Letters of Certification from chapters are stored and tracked digitally, thus eliminating cumbersome binders and paper copies.

During the first year of the biennium, I emailed recertification updates to the State Board; periodic updates were sent in the second year. In preparation for presentation at the State Convention 2018, an amendment to Article VIII, Committees, specifying the designated state standing committees, was prepared and sent to chapters for consideration by their delegates. If approved, this amendment will be inserted into all California bylaws – state and chapter.

Thank you for this opportunity to continue to serve my California sisters in Alpha Delta Kappa.

Submitted by:

Susan Raffo

Susan Raffo, Beta Rho
State Bylaws Chairman

Report of Excellence In Education Committee Chairman 2016-2018

Madame President, Members of the California State Executive Board and Alpha Delta Kappa Sisters,

As Chairman of the Excellence In Education Committee, President Diana Galvan sent me details and online schedules and duties for the position. I began the 2016-2018 campaign by writing an information article for The California Visions Newsletter, as our President wanted this award to be widely advertised from early on in the biennium. I soon began receiving updates and clarifications from the Regional Chairperson, Jean Susuki and Diana Galvan. Then, I basically sat back and waited for the nominations to come in. Nominations came in very close to the deadline, but I received 9 nominations, one sister being nominated by two different sisters. Here is a list of my next steps:

1. I emailed each nominator after I received their nomination forms, letting them know their nominations had been received on time.
2. I emailed each nominated sister a cover letter, stating step-by-step exactly what documents needed to be completed and returned to me, including the Vita, the need to include 2 letters of reference, the Introduction Page, a personal statement, along with page/size requirements as indicated on the Vita, deadlines, etc. I also attached the entire Vita, and sent the website link to encourage further information. They had my name, email, cell, and home address on every correspondence.
3. I sent hard copies of all the required documents and my cover letter, to each nominee.
4. I told the nominees that they could send me their Vita and documents digitally, but that they also needed to send me a hard copy by the deadline, for obvious back-up technological reasons.
5. I contacted each nominee, via email, when I had received their documents, their hard copies and digital ones.
6. All save 1 of the Vitas came back to me within 1 week of the deadline, 1 on the final deadline.
7. I sent reminders of the upcoming final deadline date. And I sent this information to a couple of nominators that needed to contact their nominees to hurry them along. There were many calls and emails to me from nominees and nominators with questions about the entire process. A committee of 4 was convened to read Vitas and apply the rubric to select the award winner.
8. I sent certified copies of the winning Vita to Robert Folsom and Jean Susuki, as required.

There were several small issues and concerns, which I have already shared in detail with Robert Folsom, at Scholarship Headquarters and with Jean Susuki. Most problems revolved around digital transmissions (which is why I requested and sent information digitally and hard copies); emails that bounce back when based on school district email addresses; and difficulties with nominees not filling out forms properly. I have attached a second document with a copy of my final report, with more details, should you be interested. I received no flash drive, but I am attaching examples of documents I created or modified.

Thank you for allowing me to serve Alpha Delta Kappa as the Excellence in Education Chairperson for 2016-2018.

Respectfully Submitted,
Andrea Street, Gamma Zeta Chapter, Rialto

REPORT OF CALIFORNIA STATE ALTRUISTIC PROJECT CHAIRMAN 2016-2018

Madame President, Members of the California State Executive Board, and Alpha Delta Kappa Sisters,

The California State Altruistic Project Chairman is responsible for encouraging State chapters to nominate projects for consideration as the State Project for the 2018-2020 year. The 11/1 deadline was advertised along with the process for nomination on the CA website. Five projects were nominated. Four were chosen by the Altruistic committee for a vote at the 2018 State Convention. The chapter nominating the last State Project, Break the Barriers, was also contacted and asked if they would like this project placed on the 2018 ballot. They did not.

In reviewing the available criteria for the selection of the project, it became necessary to simplify the process. A new project description, nomination form and rubric for selection were developed over the first year of my term and were approved by the State Executive Board. I also contacted my committee via phone and e-mail to welcome them and define their duties. I received the five nominations by the 11/1/2017 deadline, sent packets to each committee member summarizing each nomination and received their scored results. Results were sent to our State President, Diana Galvan.

Our finalists for 2018 State Convention vote is as follows:

1. UC Davis MIND Institute: a statewide initiative to enhance training and support for teachers and schools in the use of evidence based practices for autism. Nominated by Beta Eta.
2. New Day for Children: this program provides safe housing, school, therapy and character development opportunities to victims of sex trafficking. Nominated by Beta Upsilon.
3. Camp Kesem: operates free summer camps for children impacted by a parent's cancer. Nominated by Beta Omicron.
4. Aseltine School: serving K-12 students with disabilities whose academic and emotional needs are not met in traditional settings throughout San Diego Co. Nominated by Eta.

I appreciate the work of my four committee members: Nancy Joiner, Beta Tau; Ella Anderson, Zeta; Wendy Hodash, Lambda and Maria Gutierrez, Alpha Pi.

Recommendations for improvement:

It is important to contact committee members immediately after the State Convention to set up the working relationship for the upcoming 2 years.

Respectfully submitted,
Linda Warfield, Beta Eta
California State Altruistic Projects Chairman

Report of the World Understanding Chairman 2016-2018

Madam President, California State Executive Board and sisters of Alpha Delta Kappa,

It has been a privilege for me to serve you as World Understanding Chairman for this biennium. The inclusion of World Understanding as a chair position is relatively new at the chapter and state level. My purpose has been to highlight some possibilities for action in the area of world understanding so that we all can reap the benefits of taking action. We Alpha Delta Kappa sisters are generous and action-oriented, and we like to see results, so much of our attention has rightly been placed on submitting proposals for the International World Understanding Project and consequently raising funds for the elected International World Understanding Project. Chapters are also expanding their efforts in world understanding to areas outside of fund raising such as hosting book groups and events with speakers. With chapter input I have gathered ideas to explore multiple means of investigating, promoting, and contributing to world understanding. The ideas from our chapters have been compiled into a resource to be placed on the website. I have written articles for the CA Newsletter published by our president, Diana Galvan.

Recommendations:

- Create a link from the CA website to the International website in order to update International World Understanding projects, activities, and events.
- Update the new chapter resource on the website with lists of authors, books and speakers which have to do with World Understanding.
- Provide a link on the CA website to updates on ITE students from the International website.
- Consider the possibility of promoting a CA World Understanding activity or event.
- Contribute world understanding articles to the CA Newsletter and file them on the website.

Thank you for the honor of serving you this biennium,

Respectfully submitted,

Grete Lima, Beta Iota

California World Understanding Chairman

REPORT OF THE RESOLUTIONS CHAIRMAN 2016-2018

Madame President, California State Executive Board and Alpha Delta Kappa Sisters,

It was an honor to serve as the Resolutions Chairman during this biennium. I want to thank Diana Galvan and Lynne Keating for their help and timely communications on all matters pertaining to the Resolutions Chairman. As I was unable to attend the 2018 State Convention I want to thank my committee member, Teresa Olea from Beta Eta chapter, for willingly helping to write the final resolution and for attending her first State Convention to present the final resolution.

During this biennium, the following resolution was submitted for action at the 2018 State Convention:

Resolution submitted by California Alpha Psi chapter:

Whereas, Most California Alpha Delta Kappa communications are sent by electronics;

Whereas, Many sisters do not have the technology and therefore, do not receive the communications; and

Whereas, Many sisters who have the electronics, prefer to have a hard copy in hand;

Whereas, Members need to be informed and encouraged to be active participants and to be sure no member is left behind;

Whereas, Producing hard copies and mailings is an added expense; now, therefore be it

Resolved, that the California Alpha Delta Kappa State Board study and establish a nominal fee added to the dues of sisters who wish to receive hard copies of California Alpha Delta Kappa communications.

Recommendations:

Continue to forward past Resolution Chairman reports both in hard copy and digital formats for a seamless transition between each biennium.

Respectfully submitted,

Sandi Roullier, Beta Eta, California Resolutions Chairman 2016-2018

Report of Candidate Qualification Chairman 2016-2018

Madame President, Members of the California State Executive Board, and Alpha Delta Kappa Sisters,

It was an honor to serve as Candidate Qualification Chairman this biennium.

I received seven candidates' applications by the deadline of December 15. The breakdown of the candidate applications was one application for each of the offices of President-elect, Vice President of Membership and Treasurer, and two applications each were received for the offices of Chaplain and Historian/ Sgt.-at-arms. No applications were received for the offices of Recording Secretary or Corresponding Secretary. The office of Recording Secretary will be nominated from the floor. Most applications were made using the Google response sheet. However, due to difficulties that occurred with the online response sheet, some applications were sent and received digitally through email. I received a digital spread sheet from President Diana Galvan of the candidates' application information. I sent each of the candidates their information to review, update and return to me. After correcting the spread sheet, it was sent by email to President Diana Galvan before sending it to the committee. The committee reviewed the applications to certify that the candidates had met the eligibility requirements. The requirements for each position had been sent by email to the committee previously. The committee reviewed the applications and certified all of the candidates had met their eligibility requirements. The candidates have been notified they have met the requirements and if they are elected they must remain after the convention for the Post-Convention Executive Board meeting. A display board of the candidates will be made and posted at the convention. Judy Tatom (Gamma Mu) has graciously consented to present the candidates at the state convention.

I thank the committee members, Helene Wood (Northern), Kathleen Kozlowski (Valley), Bev Shu (Marina) and Sandra Gerrard (Southern) for their review of the candidates' qualifications. Thanks also to President Diana Galvan for helping me with the process and keeping me informed.

Recommendations:

1. Both digital and hard copy applications should have a place to indicate candidates' intention to attend the convention.
2. Update the display board to include candidates' reasons for running for state office.
3. Committee members need to be comfortable responding to emailed information.

Respectfully submitted,

Mari Page Gamma Mu Chapter

Chairman of the Candidate Qualification Committee

**Alpha Delta Kappa
32nd California State Convention
May 4 – 6, 2018**

**6.0
Reports**

State Convention Committee Chairmen

32nd State Convention Chairman's Report 2018

It was my honor to serve as the Chair the 32nd State Convention (2018), working closely with State President, Diana Galvan and the State Executive Board. The dates for the 32nd State Convention, May 4, 5, & 6, 2018, to be held in the Marina District, were set at the beginning of the biennium. A "Cinco de Mayo" theme was selected for the overall festivities. Selecting a venue was the number one priority. Since State President, Diana Galvan, lives in the Northern District, Karen Kirby, President-elect, who lives in the Mariana District, did the initial leg-work and suggested three potential venues near the Orange County airport. An airport shuttle was available for attendees coming from a distance. Using past convention formats and the convention planning packet provide by Headquarters, President Diana selected the two-day format: Friday – registration and a welcome reception; Saturday – business session and banquet with installation of new officers; and Sunday – Omega service. Pre-Convention and post-Convention Executive Board meetings were scheduled for Friday and Sunday. All recommendations from the State Convention Chairman 2016 were implemented for the 2018 State Convention.

The Doubletree by Hilton Santa Ana was selected for its location, amenities, and space availability; the city tax base in Santa Ana was lower than surrounding cities. The initial planning and booking for the event began January 2017, in the first year of the biennium. The basic schedule and space needs, as well as the projected number of attendees for the Convention, were established with the Sales Manager in January 2017. At this initial meeting in 2017, the following items were outlined: the room reservation block to include parking allowance (all reservations to the room block had to be made online); meeting spaces for the Executive Board business sessions; storage; Past Presidents' dinner; Executive Board dinner; breakfast and lunch gatherings; welcome reception; the banquet and the Omega service, as well as menu and beverage items to be served throughout the Convention.

Between January 2017 and January 2018, the Sales Manager for the hotel changed, making start-up communication problematic. Initial contact with the Conference and Events Manager began in January of the convention-year. Specific details during the Convention were the responsibility of the Events Manager and her staff, which included the Reservations Coordinator and the designated on-site event staff. A "walk-through" meeting with the on-site staff the day before the convention was very helpful. Overall, the staff at the Hilton Doubletree, Santa Ana, was helpful, polite, available via phone and email, and very willing to make this event a success.

President Diana created the Registration packet with the help of the Registration Chairman and Convention Treasurer. For ease of communication, these two chairmen lived close to Diana in the Northern District. All registration forms and business meeting information were placed on the CA website, State Convention link; a hardcopy of the registration packet was sent to each Chapter and Council president for distribution to members. Registrations for convention and room reservations were handled online. Each member who registered received an email acknowledgement when the registration was completed. I monitored the room registration block with the hotel Reservations Coordinator to assure the quota for reservation block was met. Reminders were ongoing during the biennium in 1) the President's Newsletter, 2) a printed postcard reminder with registration information, 3) in Liaison Reports, and 4) at all District

Conferences throughout the biennium in all Councils, giving members registration deadlines and encouraging attendance.

The Marina District Chapters were enlisted to be responsible for the many and varied tasks as the Host District for the State Convention. The Marina Council played a big role in making the Convention run smoothly since they were the "home-chapters" in the Santa Ana area. Sisters in Gamma Tau, our newest chapter, supported Kathleen O'Malley, State Chaplain, with the Omega Service, as well as arranging Folklorico dancers (Magnolia HS, Anaheim) to perform. Gamma Nu chapter assisted with theme decorations throughout the convention, as well as arranging for the Jazz/Latin Ensemble (Covina HS) to perform during the Friday reception. Karen Kirby, State President-elect, invited Marla Jo Fisher, local newspaper celebrity, to speak at the luncheon. Other local chapters were responsible for various gifts: first registration, welcome for the IVP, and for "first timers"; registration packet distribution; and technology support. Gamma Mu placed "jewels" on the name-badges to recognize longevity and service to AΔK. All chapters and individuals were listed in the Convention Program, along with other recognitions and awards. This Convention was successful because of the efforts of these sisters. Chapter members in other areas of the state also gladly stepped up to assist with tasks upon request, such as, "readers" and note takers to assist the Recording Secretary and the balloting committee members representing each of the four Districts in the state. Whatever needed to be done!

President Diana oversaw the creation, execution and distribution of all programs; agendas; cover art; registration materials; and submitted the convention script to the Parliamentarian for approval. At registration, President Diana arranged for each attendee to receive a purple bag with the AΔK logo to hold registration and personal materials. Karen Kirby, President-elect and Kathleen O'Malley, respectively, were responsible for agendas and programs for the Leadership Breakfast (May 5) and the Omega service (May 6); Lynne Keating, Recording Secretary, was responsible for distributing the convention script to the readers and note takers. Various state officers and chairmen were responsible for reporting and presenting awards to members throughout the convention. Names and special recognitions also appear in the Convention Program.

Evaluations were included in the registration packet with reminders at each event during the convention to fill in and submit the evaluation; 64 responses were collected. Attendance was not as large as hoped, but there was representation from all districts and each council. Twenty-two "first timers", many of whom were also long-time members, were recognized during the first business session. About 95% of responses were either 5's or 4's on the response scale. The overall feeling tone of the responses was positive, spirited, and supportive. Many good suggestions were offered for future consideration – more technology during presentations; mini-learning connections or workshops, especially for members engaged full-time in education. All events received high marks! Kudos to the entire convention team! With deepest, sincere gratitude.....

Recommendations:

1. NOTE: Include in the contract language that states that all convention items are “inclusionary” and allow for flexibility – changes in number of attendees and locations when final planning begins in the second year of the biennium.
2. IMPORTANT: When determining registration fee, calculate an additional 35% on top of the base cost of food & beverage (F&B) to cover service charge (SVC) and city hotel tax (a hidden expense).
3. Whenever the State Convention is not held in the same district as the State President, continue having two “teams”: 1) the convention Registrar and the Treasurer located for easy access to the State President, and 2) if possible, the Convention Chairman located in proximity to the event venue for ease of coordinating the host-council.
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.
5. More video support for altruistic projects, scholarship projects, documents being considered, etc.
6. Ask Past Presidents to bring and display the Historian’s book representing their biennium at the archives table.
7. The Friday reception is a great idea (with entertainment, if possible), but it is a “reception” NOT a “sit-down dinner”. Difficult to control.
8. Develop a more efficient way to collect “evaluation” forms
9. Consider a coffee station with pastry after the Omega service – enjoyed by attendees
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.
11. Continue to have a sign-up sheet for banquet seating at the registration table. Reserve seating for dignitaries and special guests, i.e. incoming and outgoing State Presidents – guests and chapter sisters, International guests, Past-Presidents, etc.
12. Depending on time, consider including mini-learning connections or workshops personal & professional enrichment or fraternity ed. (especially 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.

Submitted by:

Susan Raffo

Susan Raffo, Beta Rho Chapter
32nd State Convention Chairman – 2018

Report of the State Convention Registration Chairman 2018

Madame President, Members of the California State Executive Board, and Alpha Delta Kappa Sisters,

It was my privilege to serve as the State Registration Chairman for our 32rd State Convention. Diana Galvan, Rita Prichard (State Treasurer) and I initially met and reviewed the Registration Form, making changes to simplify this form as we saw fit. Diana created the registration spreadsheet and we downloaded it onto my computer. As registration forms and checks were mailed to me, I entered all information onto the spreadsheet and passed the checks on to Rita for deposit. Also, as I received each form and check I e-mailed a confirmation. Diana initially had a cutoff date for registration but this was extended since many sisters requested additional time. A late fee was added to their registration fee. As the convention date approached I began summarizing attendance counts, meal counts and delegate information (with Diana's help). This information was sent to Susan Raffo, Convention Chairman as needed. I presented a "Registration and Credentials Report" at the beginning of the Convention and a "Final Registration Report" at the end.

Recommendations for improvement:

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 found the Member for 5+, 10+, etc. years confusing and did not fill it out. 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 the form be reviewed and changed for the next Convention. I would also 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 it 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.

Respectfully submitted,

Linda Warfield, Beta Eta
State Registration Chairman 2018

Registration and Credentials Report

May 5, 2018

Chapter delegates (one for every 10 active members)	58
State Executive Board Members	7
Past State Presidents	9
Chairmen of State Standing Committees	4
Chairmen of the State Convention	2
President of Council (Pres or Secretary)	4
Sustaining (one for every 10 registered and attending)	0

Total Delegates: 84 registered and present.

On behalf of the Credentials Committee, I move that the roll of delegates from the Credentials Committee be the official roll of the Convention.

Linda Warfield, State Registrar.

Final Registration Report

May 6, 2018

Chapter Delegates	58
Chapter Alternates	7
Chapter Members	22
State Executive Board Members	7
Past State Presidents	9
Chairmen of State Standing Committees	4
Chairmen of the State Convention	2
President of Council (Pres or Secretary)	4
Sustaining Members	0
International Representative	1
Parliamentarian	1
Guests	12

Grand Total: 127

Linda Warfield, State Registrar.

REPORT OF THE STATE CONVENTION TREASURER 2018

The convention account was established on October 26, 2017 at the same bank as the state organization. This waived the monthly service charges and facilitated the transfer of the remaining \$7000 "seed money". The state forwards \$7500 to the convention chairman to be used as seed money. Five hundred (\$500) was previously charged to the state credit card for the initial deposit to secure the hotel venue. The account was opened at Wells Fargo Bank in Roseville, CA. New banking regulations require that the check payee must be exactly the same as the account name. Because of this requirement, we had to modify registration instructions midstream to comply with Wells Fargo Banking regulations. This was an unforeseen glitch that we were able to handle quite easily. The invitations were released in February and the first deposit was made on February 26, 2018.

The registration chairman established a google doc spreadsheet that was accessible to the convention registrar, treasurer and chairperson and the state president. With this document we were able to triple check the registration options and keep a streamlined record of individual checks that were part of twelve deposits made between February 26, 2018 and May 21, 2018. We chose not to use a PayPal option because of the fee charged on *each* transaction.

At the convention, I attended the combined state officers' meetings and informally reported the status of the account, with the understanding that a complete formal report would be completed upon the final meeting with the facility coordinator and upon receipt of any final bills submitted by the convention committee.

CONCERNS, OBSERVATIONS & RECOMMENDATIONS:

1. Open the convention account at the same bank as the state organization to avoid service charges.
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 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.
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 moves forward, the registrar and convention treasurer can audit each other as checks arrive.
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.
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.

Respectfully submitted,

Rita Prichard, Convention Treasurer

Event Budget for Alpha Delta Kappa State Convention 2018

Expenses

	Estimated	Actual
Total Expenses	\$23,985.00	\$26,368.81

	Estimated	Actual
Room and hall fees	\$0.00	\$987.99
Site staff		
AV Equipment	\$450.00	\$870.00
Tables and chairs		
Total	\$450.00	\$1,857.99

	Estimated	Actual
Decorations		
Omega	\$300.00	\$78.64
Pots & Plants	\$500.00	\$89.68
Candles & Vases	\$41.74	\$41.74
Lighting		
Fabric		
Paper supplies		
Total	\$800.00	\$210.06

	Estimated	Actual
Publicity		
Programs	\$500.00	\$518.45
Breakfast Program & Flyer		\$66.69
Registration Materials/Bags	\$700.00	\$342.69
Photocopying/Printing		
Publish Minutes	\$300.00	\$42.50
Postage		
Total	\$1,500.00	\$970.33

	Estimated	Actual
Miscellaneous		
Return Seed Money	\$7,500.00	5,000.00
Telephone		
Transportation		
Stationery supplies		
Fax services		
Misc	\$300.00	
Checks		10.23
Total	\$7,800.00	5,010.23

	Estimated	Actual
Refreshments		
Meals - Lunch 115 @ \$27	\$3,105.00	\$3,105.00
Meals - Dinner 127 @ \$48	\$6,096.00	\$6,096.00
Food - Subsidized breakfast - 59 @ \$26	\$1,534.00	\$1,534.00
Sunday Cont Breakfast, Box lunch	\$0.00	\$634.00
Drinks - Drink tickets 150 @ \$8	\$1,050.00	\$1,200.00
Drinks Ticket Credit 30 @ \$8	\$450.00	-\$240.00
Friday Reception Nachos & Bar	\$75.00	\$450.00
Friday Reception Bar Setup	\$75.00	\$75.00
Sat Reception Bar	\$75.00	\$75.00
Taxes		\$1,400.04
Service		\$3,378.01
Total	\$12,385.00	\$17,607.05

	Estimated	Actual
Program		
Honor Guard	\$75.00	\$0.00
Performers		\$100.00
Speakers	\$100.00	\$49.76
Travel		
Hotel - IVP Room 2 nights	\$300.00	\$158.39
Parliamentarian	\$575.00	\$364.78
Total	\$1,050.00	\$672.93

	Estimated	Actual
Prizes		
Ribbons/Plaques/Trophies		\$40.22
Gifts		
Total	\$0.00	\$40.22

Note: All charges (food, beverage, AV, etc.) are subject to a 23% service charge and applicable state tax (currently 7.75%).

2018 State Convention Report of Balloting Chairman

Madame President, Members of the California State Executive Board, and Alpha Delta Kappa Sisters,

This ballot report is prepared by Judy Froning, Beta Omicron, Southern District, who substituted for Mary Krause as Chairman of the Balloting Committee at the California State Convention, May 5, 2018. Mary Krause was on the ballot herself, so she could not chair the balloting process itself. She prepared the list of delegates and set up a table for the voting process, with labels by District. Committee members were Kelly Labeta, Beta Omicron, Southern District, Wendy Hodash, Lambda, Valley District, Monica Meade, Zeta, Marina District, and Carol Buehler, Beta Tau, Northern District.

The balloting committee members were introduced to the attendees and the delegates were given voting instructions. Then, the balloting committee members were dismissed to prepare for the election. The delegates were dismissed to vote. After the votes were cast, the balloting committee met to tally the votes in a private side room. The results were as follows:

		Number of Votes
Historian/Sergeant-at-arms	Rosena Kruley	56 *elected
Historian/Sergeant-at-arms	Kathleen O'Malley	25
Chaplain	Virginia Riding	42* elected
Chaplain	Mary Krause	39
Recording Secretary (nominated from floor)	Anita Brown	83
Treasurer	Marlene Cordova	83
Vice President Membership	Mari Page	84
President-Elect	Sara Cooper	84

After the executive board officer vote was announced, Diana Galvan declared an election. The balloting chairman then announced the State Altruistic Project voting results for the 2018-2020 biennium. The results were as follows:

	Number of Votes
Aseltine School	7
Camp Kesem	20
UC Davis MIND Institute: CA Autism Training & Info.Network	21
New Day for Children	36

No organization received a majority of votes, so a standing vote was taken for the top two organizations, New Day for Children and U.C. Davis MIND Institute. New Day for Children received 53 votes. U.C. Davis MIND Institute received 26 votes. The President declared an election and said New Day for Children will be the California State Altruistic Project during the next biennium.

Recommendations:

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.

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.
3. Lastly, the voting area was one table and there was no place to vote privately. With this many delegates waiting and needing table space, it was not the optimum set up for voting.

Respectfully submitted by:

Judy Froning, Beta Omicron, San Diego (substitute Balloting Chairman on day of election)

California Alpha Delta Kappa 2018 State Convention Decoration Chairman

Madam President, Members of California State Executive Board and ADK Sisters,

I attended an Orange Coast Council meeting in the fall of 2017 where each chapter was asked to select a job for the 2018 State Convention in Santa Ana. At that time I volunteered Gamma Nu to take care of the necessary decorations. A few weeks later, it was official that I would serve as chairman of decorations. I soon met with Susan Raffo, Chairman of the Convention and we brainstormed an organizational plan. Sue was very knowledgeable of expectations, time frames and general workings of the convention. Sue, thank you so very much for your guidance and help through this entire process!

The Convention would be held on May 4,-6 and with that being Cinco de Mayo weekend, we had our theme. Susan and I e-mailed numerous times regarding ideas, colors, and Diana's vision.

I next met with Diana and Susan in January where we visited Shinoda's decoration warehouse. Pots were selected for succulents and we gathered ideas for the take away gift and the banquet's décor.

Our next outing was to spend the day at the Hilton located at 201 Mac Arthur to obtain the "lay of the land". We selected table linens, and were shown the room locations for the President's Council Breakfast, luncheon and formal banquet. We became familiar with the Burgundy Room where Diana was able to set up for convention meetings as well as store the decorations.

Succulents (16) were planted for the luncheon as well as a few other containers to be used for decorating the Past President's dinner etc. Five plants were purchased to be used on the stage for Saturday's business sessions and for the banquet.

I would specifically like to thank Marlene, Joanne, Karen and Sue for their special help as well as the Gamma Nu gals who helped set up for the three events. I could not have done it without you fluffers, sign makers, and carriers. Mahalo.

Decoration expenses were sent to Rita from me for reimbursement. \$89.68
Sue and Diana purchased numerous items as well.

Recommendations:

Start early to finalize ideas and know that communicating on a regular basis is foremost.

Visiting the hotel is a necessity.

Relax, as your committee is there to help you get the final touches completed.

It was nice to use the succulents for the Friday night event and Saturday breakfast to defray additional cost.

Respectfully submitted,

Pam Burris, Gamma Nu