



California Alpha Delta Kappa
31st California State Convention
Pre-Convention Executive Board Meeting
Friday, April 29, 2016

Wyndham Visalia
9000 W. Airport Dr., Visalia, CA

- 1.0 Call to Order:** Mary Ann Englehart called the meeting to order at 2:09 P.M.
- 2.0 Roll Call/Introduction of Guests:** Lynne Keating asked board members to sign the silent roll call form. Mary Ann introduced International Vice President Ann Marie Brown and board members.

Members Present:

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

Guest:

Ann Marie Brown	International Vice President
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- 3.0 Opening Thought:** Chaplain Joanne Grimm reminded us that change is inevitable, and that people generally resist change. She asked us to ignore the naysayers, know that change is hard work, and that it is the “miracle grow” of improvement. She provided each board member with a talisman to keep hold of when change might be a bit scary, with different words representing a way to approach change.
- 4.0 Review of Agenda:** There were no additions or changes to the agenda, so it was approved as submitted.
- 5.0 Approval of March Board Meeting Minutes:** There were no corrections or additions to the minutes of March 4, 5 and 6, 2016. Lynne expressed gratitude to Karen Kirby for composing the March 6th minutes in her absence. Mary Ann declared the minutes

approved as submitted.

6.0 Correspondence: Corresponding Secretary Kathleen O'Malley reviewed correspondence received and sent.

6.1 Received

- April 30 from Ruth Ann Griggs, International President, convention greetings letter
- April 30 from Barbara Stanfield, Chairman of International Executive Board, convention greetings letter
- From Ann Marie Brown, I.V.P., to Mary Ann Englehart, letter including information about donation to AΔK Foundation that Ann Marie will make in Mary Ann's honor
- Letter of thanks from Bertram family, Cobb, CA, in thanks for support after they were victims of Valley Fire
- Letter from Noreen Miura, Beta Zeta, received by Karen Kirby, expressing regrets at being unable to attend, with information on upcoming brain surgery and health issues (Karen sent a "thinking of you" card to her.)

6.2 Sent

- March 14, email blast to chapter presidents, executive board, and past state presidents, information regarding NW/SW Conference in New Mexico
- March 16, email blast to chapter presidents, executive board, and past state presidents, March 2016 Liaison Report
- March 16, to M. Gutierrez, Alpha Pi, S. Gerrard, Eta; T. Stevens, Gamma Sigma; A. Bullard, Beta Omicron; L. Moffatt, Beta Iota, commitment slips from Southern District Conference
- March 16, to Andrea Street, ICC president, evaluations and thank you for Southern District Conference
- March 20, to Andrea Smith, Delta Council, thank you for invitation to Golden Apple Awards
- March 20, to Harriet Kelly, Gamma Nu, condolence card for loss of husband
- March 16, email blast to chapter presidents, executive board, and past state presidents, Rules of Convention
- March 20, March 28, March 29, March 30, March 31, April 1, email blasts to chapter presidents, executive board, and past state presidents, convention registration countdowns
- March 22, email blast to chapter presidents, executive board, and past state presidents, clarification regarding resolution to be presented at convention
- April 2, email blast to chapter presidents, executive board, and past state presidents, late registration notice for convention
- April 16, email blast to chapter presidents, executive board, and past state presidents, Newsletter #8

- April 20, to Barbara Stein, Xi, and Frances Posthumus, Beta Phi, Newsletter #8
- April 28, to 14 sustaining sisters, Newsletter #8

7.0 Budget/Expenses

7.1 Submit expense reimbursements/bills with receipts: Karen Kirby requested that review of receipts be postponed until Sunday morning. This item will be moved to the Post-Convention State Executive Board meeting. There was discussion regarding per diem, and duties for some board members which required them to arrive in Visalia early.

MOTION: Mary Ann Englehart entertained a motion to reimburse Diana Galvan for Thursday night lodging due to duties that required her to be at the convention site early and the distance involved, as well as to reimburse Sara Cooper and Joanne Grimm for Thursday night lodging. Mollie Acosta so moved, and Kathleen O'Malley seconded the motion. The motion passed.

7.2 Treasurer's Report: Karen explained that the convention packet report date is April 4th. There has been some activity since then, but accounts will not be reconciled until May 1st. Income is down due to fewer dues paying members. No more money will be collected until dues payments begin in November.

Bank Accounts as of 4/28/16

Wells Fargo Bank	WF Checking	\$ 22,868.80
	WF Reserve	45,986.94
	<u>WF Scholarship</u>	<u>16,394.56</u>
	TOTAL Bank Accounts	\$ 85,250.30

Investment Accounts

AΔK Foundation	<u>Noel Leonard AΔK Foundation</u>	<u>\$ 43,024.62</u>
	TOTAL Investment Accounts	\$ 43,024.62

OVERALL TOTAL \$128,274.92

Other Information:

School on Wheels 2016 donation (\$1,000 in 2015)	\$ 3,926.42
Eleanor Bendell State Scholarship	\$ 2,500.00
Noel Leonard Leadership Grants	\$ 600.00

MOTION: Diana Galvan moved that the donation to School on Wheels be rounded up to \$4,000.00. The motion was seconded by Sara Cooper, and passed.

Karen stated that the Eleanor Bendell State Scholarship money has been moved.

- 7.3 **Noel Leonard Grant recipients:** Karen reported that she has checks ready for Noel Leonard recipients, but will contact the Foundation for a check once attendance is confirmed. Karen provided a list of recipients.
- 7.4 **School on Wheels contribution:** The total for the biennium is now \$5,000.00. Karen provided a list of which chapters donated to School on Wheels.
- 7.5 **Motion to pay bills:** This action is postponed until Sunday, May 1st.

8.0 Membership Report

- 8.1 **Chi Update:** An email was received from Wendy Terrazas, Chi, stating that the chapter cannot stay together, and will disband. Becky Sikes will follow up.
- 8.2 **Delegate status:** Thirty-four chapters instead of thirty-five will be represented, due to Barbara Murray's illness. The estimate is 79 delegates.
- 8.3 **Membership award:** The award will go to Delta, however, as they will not have anyone at convention, Mari Page will accept the award for them.

At this point, Mary Ann directed Kathleen O'Malley to present the Excellence in Education report due to Barbara Murray's absence. Some discussion was held regarding the lack of applications.

9.0 Unfinished Business

- 9.1 **Presidents' Council Handbook Updates:** Diana stated that the handbook was updated recently.
- 9.2 **2016 State Convention Update:** State Convention Chairman Mollie Acosta reported that there will be a runthrough at the expanded state executive board meeting. There will be a song rehearsal at 9:00 P.M. in Room 340. All incoming officers are covered for escorts.
 - 9.2.1 **Omega ceremony:** Joanne reported that the entire board will participate. She provided directions and reviewed them.
- 9.3 **Joint NW/SW Regional Conference**
 - 9.3.1 **Travel plans:** This item was tabled.
 - 9.3.2 **California responsibilities:** This item was tabled.

10.0 New Business

10.1 Resolution for “Teachers Helping Teachers”: The resolution regarding establishment of a permanent fund to support teachers who have suffered losses due to natural disasters was shared.

MOTION: Karen Kirby moved to approve the resolution. Kathleen O’Malley seconded the motion.

Discussion followed. Diana said that we already have an altruistic fund, and this effort may impact the altruistic project. Members do respond positively when needed. Mary Ann replied that by approving the resolution, it would be setting the stage for the board to explore it. Mollie and Lynne stated that funds raised for altruism would not go to these victims, as they are not charitable organizations.

After the discussion, Mary Ann called for the vote. The motion passed.

11.0 Announcements/From the Floor: There were no announcements.

12.0 Adjourn to welcome Convention Chairmen: Mary Ann adjourned the meeting at 3:10 P.M.



California Alpha Delta Kappa
 31st California State Convention
 Pre-Convention Expanded Executive Board Meeting
 Friday, April 29, 2016

Wyndham Visalia
 9000 W. Airport Dr., Visalia, CA

1.0 Call to Order: Mary Ann Englehart called the meeting to order at 3:17 P.M.

2.0 Roll Call/Sign In and Introductions: Lynne Keating asked board members and guests to sign the silent roll call form. Mary Ann welcomed those present and asked everyone to introduce themselves.

Members Present:

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

Guests:

Ann Marie Brown	International Vice President
Wendy Hodash, Lambda	Altruistic Chairman
Carole Taylor, Beta	World Understanding Chairman
Mari Page, Gamma Mu	Altruistic Reports Chairman
Madeleine McCormick, Beta Xi	Scholarship Chairman
Janet Armstrong, Gamma Kappa	Technology Chairman
Trina Schneider, Beta Zta	Convention Decorations Chairman
Pam Burris, Gamma Nu	Standing in as Candidate Qualification Chairman
Barbara Stein, Xi	Convention Treasurer
Linda Barker, Gamma	California State Altruistic Project Chairman and Convention Registration Chairman
Susan Raffo, Beta Rho	Past State President and Bylaws Chairman

3.0 Treasurer's Reimbursement Procedures for State Chairmen: Karen Kirby explained

reimbursement procedures for standing committee chairmen, and distributed forms.

4.0 Convention Treasurer Procedure for Reimbursement: Barbara Stein explained procedures for reimbursement of convention expenses. She stated that the convention account is open at her credit union, with no bank charges, and is interest producing. She has received \$12,180.00 for registration, and has two requests so far for reimbursement. She will pay expenses as receipts and request forms are turned in.

5.0 Convention Runthrough - Program of events attached: Convention Chairman Mollie Acosta explained the contents of the registration packet, including meal tickets and meal choices, Rules of Convention, budget pages, bylaws information, resolutions, candidates, altruistic project choices, map of hotel, "Longest Day" flier, evaluation form and program. She then reviewed the convention program for Friday.

Mollie next reported that 60 sisters are attending breakfast on Saturday. She said that there are 110 registered and paid attendees. Two sisters have requested refunds, and Barbara Murray is ill, so there will be one more not attending. Refunds will be discussed at the post-convention board meeting.

Sara Cooper explained the format for the Parade of Presidents.

Mollie explained some program changes: Kathleen O'Malley will stand in for Barbara Murray to report on Excellence in Education, Kim Gerould will speak before lunch, and a 20-minute strategic conversation will take place after the "Longest Day" presentation.

Ann Marie and Diana will invite sisters to the NW/SW Regional Conference. Sergeants-at-Arms will place words to an invitation song for the conference.

Mollie made available the banquet table signup form.

Convention chairmen were reminded to attend the beginning of the post-convention executive board meeting.

Setup for decorations for lunch and the banquet will take place one hour prior to start.

6.0 Announcements/From the Floor: Mary Ann presented gifts to those present with her appreciation, including a gift of luggage to Mollie, with best wishes and thanks.

7.0 Closing Thought: Joanne Grimm presented a quotation by Steve Jobs to continue the theme of change. "For the past 33 years, I have looked in the mirror every morning and asked myself, 'If today were the last day of my life, would I want to do what I am about to do today?' And whenever the answer has been 'no' for more than two days, I know I need to change something."

8.0 Adjournment: The meeting was adjourned at 4:12 P.M.

Alpha Delta Kappa of California

Minutes from the California State Convention 2016—Presidents' Council Breakfast
Saturday, April 30, 2016, 7:30 AM
Wyndham Hotel, Visalia, CA

Diana Galvan, State President-Elect welcomed the attendees at 7:37 AM encouraging all to enjoy their breakfast and time to visit with members and guests around the tables.

At 8:05 AM Diana returned to the podium and invited Joanne Grimm, State Chaplain, to share the Opening Thought. Joanne shared some personal experiences on being misunderstood. She entertained the membership with her wit and humor, reciting the following quotes: "*Nothing is so simple that it cannot be misunderstood*" by Freeman Teague, Jr., and "*What we've got here is failure to communicate*" a quotation from the 1967 film *Cool Hand Luke*. This was a great lead-in to Diana's presentation on Effective Communication.

Diana provided a handout with key points on Effective Communication Techniques, A Few Tips for Being an Active Listener, and Effective Communication Using Email. As Diana shared the challenges we all face in communicating verbally and non-verbally, and the importance of active listening, Joanne Grimm and Past State President Susan Raffo provided some comedic relief through a skit.

This was followed by Diana sharing Email Etiquette. She encouraged chapter presidents to create an email address dedicated to Alpha Delta Kappa. She also encouraged us to avoid "Reply All" unless essential for everyone in a group email to receive our responses. Other helpful hints included: Proofread before you press the send tab; Never send an email if you are upset, angry or frustrated; and if you need to postpone a reply, let the sender know when she can expect your response.

The next topic Diana addressed was the President's Newsletters. Diana indicated that the newsletters will be emailed. She said to look at the email address: It will say adkcapresident and will highlight upcoming events and important A Δ K information.

The Presidents' Council Handbook was the next topic on the agenda. Diana announced that a Google Form for new chapter officer information is forthcoming which will have columns for Name, Address, Phone #, and Email Addresses. She explained that we must forward

Chapter Officer information to International on Form H-107. She also explained that Karen Kirby, State President-Elect will be requesting the information.

Diana announced that the State A Δ K Website is being managed by Janet Armstrong. Diana also shared an informative handout assisting in the navigation of the State and International websites and what information is available.

Some clarifying questions were asked at the close of the meeting regarding the website and forms to use to update membership and chapter president information.

Diana Galvan adjourned the meeting to the Convention General Session.

Respectfully submitted,
Kathleen Waffle, CA Beta Eta