

## REPORT OF THE IMMEDIATE PAST PRESIDENT 2014-2016

Madam President, Members of the California State Executive Board, and Alpha Delta Kappa Sisters: During the 2014-2016 biennium, your Immediate Past President has attended to the following responsibilities:

1. Oversaw the preparation of the 2014 State Convention Proceedings, published in October of 2014.
2. Attended nine State Executive Board meetings, including Leadership training in August of 2014.
3. Attended eight District Conferences.
4. Transported and set up the State's digital projector and my laptop at a number of District Conferences, showcasing the State website and pertinent information available to members and chapter and council leadership.
5. Attended the Southwest/Northwest Regional Conference in Cheyenne, Wyoming and presented a workshop on Google applications and the California State website.
6. Attended the International Convention in Salt Lake City, Utah, and co-presented a workshop with State President Mary Ann Englehart on Google applications and the California State website.
7. Served as the liaison to the Fresno-Clovis and Bakersfield-Delano Councils.
8. Continued the work of Past State President Susan Raffo and State President-elect Diana Galvan in revising and updating California State Policies and Procedures.
9. Served as parliamentarian at Executive Board meetings.
10. Served as the 2016 State Convention Chairman.
11. Currently serve as Southwest Region Technology Chairman.
12. Currently serve as International Chairman of the Innovation Grant Committee.

### Recommendations:

1. Designate a member of the Executive Board to be the 'technology guru,' responsible for transportation and set-up of digital equipment for District Conferences and other meetings/presentations as needed.
2. Designate a member of the Board to be responsible for updating information and documents on the California State website.
3. Continue to showcase the State website.

It has been an immense honor to serve my California sisters. Having served on the State Executive Board for 12 years, it is a part of my life that will always be dear to my heart. I am beyond proud of the care and concern California sisters show for one another and for others. Our accomplishments in scholarship and altruistic projects have improved hundreds of lives. I am eternally grateful for the support and enrichment the women of California Alpha Delta Kappa have given to me, personally, as well. I look forward to the next biennium and know that these Sisters With Heart will continue to truly Make a Difference.

Respectfully submitted,

Mollie Acosta, Xi  
California Immediate Past President

## REPORT OF THE 2014-2016 CALIFORNIA STATE PRESIDENT

Members of the Executive Board, Alpha Delta Kappa Sisters and Guests,

I was elected and installed at the 30th California State Convention in May of 2014, at Ontario, California. I chose as my theme for this biennium, "Sisters with Heart." My banner displayed three female figures holding a golden heart against an outline of California with poppies in the corners.

As president, I selected and installed State Committee Chairmen and designated all board members to be liaisons to the Presidents' Councils.

In August of 2014, I planned the training of the new State Executive Board in conjunction with fellow Board members. Board members were prepared to conduct officer training to the twelve councils in the four districts of California.

I attended eight District Conferences during the biennium. At each conference, my focus was on communication: communication about the altruistic successes of other chapters, communication about the fun and interesting programs of other chapters, communication about upcoming State, Regional and International events, scholarships and projects. I prepared the agendas and liaison reports for executive board meeting, led and participated in leadership and fraternal education sessions at the District Conferences. To further my efforts toward effective communication, eight California newsletters were written, emailed and mailed to members and posted on the California website. I have attempted to keep the California website current with relevant information. I have responded to phone calls, e-mails and letters.

I attended the Southwest Regional Conference in Cheyenne, Wyoming, in July of 2014. I met with the seven state presidents from the Southwest region and participated along with other board members in a memorable presentation of the infamous, villainous women of Anaheim, California. I planned and conducted a reception for the fellow California sisters attending. I attended workshops pertaining to my office and assisted Past President Mollie Acosta in conducting a workshop on using Google Drive to facilitate the work of the State board and improve communication.

In July of 2015, I attended the International Convention in Salt Lake City. I attended the Membership Meeting, reconnected with my fellow Southwest Regional presidents, and performed all duties to represent our state. I again conducted a workshop with Mollie on using computer-based technology. I was proud to represent California in sponsoring two resolutions focusing on improved communication within the entire organization.

At the 2014 State Convention as President Elect, I conducted a survey asking for the concerns and needs of the membership. It has been my goal this biennium to address those concerns and needs, to encourage leadership and offer solutions to leadership challenges, to encourage recruiting new members by presenting Alpha Delta Kappa as an organization that brings women together and celebrates our strengths: we are teachers, we are compassionate, we are caring, we are Sisters with Heart.

Another goal of this biennium has been to continue to expand the use of technology as an effective means of communication and as an effective tool. Thank you so much to the State Board, especially Mollie, in working together to achieve this goal. I also thank Mollie so much for working tirelessly to plan the 2016 State Convention in Visalia, California, and to my Valley District sisters for the invaluable assistance.

It has been an incredible honor to serve as president of California Alpha Delta Kappa. I have discovered that California sisters are truly Sisters with Heart.

Respectfully submitted,

*Mary Ann Englehart*

Mary Ann Englehart  
California State President

## **Alpha Delta Kappa California State Convention 2016 Report President-Elect**

Madame President, Southwest Region Vice-President Ann Marie Brown, distinguished guests, and Alpha Delta Kappa sisters:

It has been my privilege to serve as your President-Elect during the 2014-2016 biennium. The biennium began with officer training in August 2014. During the biennium, I have worked with California's Council Presidents to plan eight District Conferences. At the conferences, I introduced the state board and exceeded our fraternal education segments. During the first year of the biennium, the Board's focus was to provide officer training to assist new chapter officers in fulfilling their duties. During the second year, our focus was to inspire our chapters with "The 4 R's of Membership: Recruiting, Reinstatement, Retention, and Revitalization". Board members shared their own ideas and showcased the October 2015 *Kappan* article of the same title. A rededication ceremony was hosted by our President, followed by a personal commitment card completed by each sister in attendance. Commitment cards were given to chapter presidents for follow-up. Reservations for hotel accommodations and board rooms were made for the State Board to conduct its quarterly board meetings, being respectful of budget considerations, and taking advantage of rebates offered by HotelPlanners.com when possible.

The 2014 Southwest/Northwest Regional Conference was held in Cheyenne, Wyoming where California made an impression with our original skit "Wicked Women of the West" patterned on Disney characters. It was also an opportunity to meet my fellow "Southwest Supremes", the women representing the Southwest states as their Presidents-Elect. I met these delightful ladies again at the International Convention in Salt Lake City, Utah in July 2015.

It was a pleasure to serve as the State Board liaison to Sierra Council and, along with Joanne Grimm, to Delta Council.

To gather the information for the Presidents' Council Handbook, I created a "Google Form" which was emailed to all Chapter and Council Presidents with a request to electronically enter their new chapter/council officer information. Obtaining this information in digital form made it easier to create the new Presidents' Council Handbook. Throughout the biennium, I updated the website version of the Handbook as information was given to me. Members were encouraged to refer to the website version of the Handbook for the most up-to-date information.

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

1. Communicate with Council Presidents several months in advance to plan District Conferences, pointing out the "Planning District Conference Guidelines" in the Presidents' Council Handbook.
2. Encourage Council Presidents to incorporate the President's goals/theme in some way as they plan District Conferences.
3. Continue efforts to educate members in utilization of websites and electronic resources.
4. Learn how to maintain and expand the state website.
5. Continue to use group reservation services, when financially expedient, to make hotel and meeting room reservations for Executive Board meetings.

Respectfully submitted,

Diana Galvan, Beta Eta  
California President-Elect, 2014-2016

## REPORT OF THE STATE VICE PRESIDENT

Madame President, Members of the California state Executive Board, and Alpha Delta Kappa Sisters: During the 2014-2016 biennium, your Vice President has fulfilled the following responsibilities:

1. Attended seven State Executive Board meetings.
2. Attended seven District Conferences.
3. Reports were sent to the Southwest Membership Chairman updating membership information for California, based on membership information provided on International's roster. The Membership Action Plan for the State was updated and submitted to International.
4. The description of the duties of the Vice President found in the State Officer's Manual was revised.
5. Attended the Southwest Regional Conference in Cheyenne, Wyoming, and the International Convention in Salt Lake City, Utah.
6. Served as the link to State sustaining members, requesting dues and providing information about joining existing chapters.
7. Sent letters to each chapter informing them of their numbers of delegates to State Convention.
8. Responded to various membership questions and issues directed to me by my Alpha Delta Kappa sisters and as directed by the State President.
9. Award the highest net growth chapter with the California Membership Award at the convention.

It has been an honor to serve as the State Vice President/Membership Chairman. I have had the opportunity to work with many wonderful sisters across the state as well as a truly awesome State Board. I thank the State Board for their assistance and guidance as I fulfilled my duties.

### Recommendations

1. Continue to request updated membership rosters that include the column legend from Headquarters prior to District Conferences.
2. Shorten the communications chain by having chapter presidents send the President's copy of the H119 and H133 directly to the Vice President. Hopefully, this would also relieve the President of a time consuming duty.
3. Have sustaining members send their dues directly to the State Treasurer instead of the Vice President.
4. Encourage and support chapters use of the state and international websites to file H119 and H133, forwarding copies to the State Vice President.
5. Continue awarding the new California Membership Award at the end of each biennium to the chapter with the highest net growth.

Submitted by,

Rebecca Sikes, Alpha Pi  
California State Vice President, Membership

## Report of California State Treasurer 2014-2016

Madame President, Members of the California State Executive Board, and Alpha Delta Kappa Sisters: During the 2014-2016 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 Visalia, CA, SW/NW Regional Conference in Cheyenne, WY, and the International Convention in Salt Lake City, UT.
2. Served as liaison to the Marina District 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 2016-2018 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 and shirts.
20. Sent designated contributions to state altruistic project School on Wheels.
21. Developed guidelines from the CA State Attorney General's office to assist chapters in filing and reporting chapter-held raffles. Forms and guidelines were sent to all chapter treasurers.
22. Utilized Google Docs to communicate and assist other executive board members.
23. Maintained and stored financial records as required.

### Recommendations:

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

Respectfully submitted,

*Karen Kirby*

Karen Kirby, California Gamma Mu  
California State Recording Secretary

## Report of the State Recording Secretary 2014-2016

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

As state recording secretary during the 2014-2016 biennium, I fulfilled the following duties:

- Attended the executive board training,
- Attended eight district conferences,
- Conducted officer training for chapter recording secretaries during the first biennium,
- Attended eight executive board meetings and recorded the minutes for each meeting,
- Reviewed draft of minutes with the assistance of two board members prior to distributing a final copy to the rest of the executive board members,
- Served as liaison to the San Diego Council, and as a co-liaison the second year of the biennium, attended all council meetings, and shared the liaison report at those meetings,
- Recorded the proceedings of the 2016 state convention, including pre- and post-convention executive board meetings, business sessions, banquet, and Omega service, to be included in Minutes of Convention.
- Collected reports from state executive board members, state standing committee chairmen and state convention chairmen, to be included in Minutes of Convention,
- Collected programs, speeches, reports and handouts from state convention proceedings, to be included in Minutes of Convention,
- Collected and redistributed some flash drives from state standing committee chairmen,
- Prepared a flash drive of documents generated during the biennium,
- Will prepare Minutes of Convention for publishing, arrange for printing, send or deliver copies as prescribed, and will arrange 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 recording secretary a printed copy of reports before the start of the meeting, i.e., treasurer's report,
- Continue the review of executive board minutes at the board meeting using digital projection rather than printed copies,
- Require that reports or other convention materials, other than convention committee reports, be sent to the recording secretary via email or shared as a Google document prior to convention, or given to her at convention as a print copy on white paper before sessions begin, or immediately after presentation,
- Clarify the procedure for review of minutes, in regards to board members other than readers providing input, and timelines for that input, if included.

It has been a pleasure to serve the sisters of California Alpha Delta Kappa as a member of the 2014-2016 executive board. I appreciate the support of my Gamma Eta sisters, and have enjoyed the work with the amazing team that is the executive board. Most of all, it has been a wonderful experience 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 THE STATE CORRESPONDING SECRETARY 2014-2016

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

During the term from 2014—2016, your corresponding secretary has fulfilled the following responsibilities:

1. Until her resignation in December 2014, Kerry Hackman, Gamma Sigma Chapter attended the Leadership Training in August 2014, one district conference and conducted correspondence at the direction of the president.
2. Attended five state executive board meetings.
3. Attended five district conferences.
4. Attended the International Alpha Delta Kappa Convention (Utah) 2015.
5. Sent Newsletters as e-blasts as directed by the president.
6. Sent e-blasts to Chapter Presidents, Past State Presidents, State Committee Chairmen and Executive Board Members at the direction of the president.
7. Prepared and sent the newsletter first class to Past State Presidents without email access.
8. Served as liaison to the San Diego Council and attended two council meetings.
9. Conducted all correspondence as directed by the president.
10. Maintained a communication journal, delivered a copy of the current journal to the recording secretary prior to each board meeting, and presented a report of correspondence at each state executive board meeting.

### Recommendations:

1. Continue to use e-blasts for communications whenever possible.
2. Continue to send hard copies of Newsletters to Past State Presidents who do not have email access. It is also suggested that Newsletter be sent to sustaining sisters via first class mail if they do not have access to email.
3. Continue to email a copy of the liaison report to Chapter Presidents.
4. Continue to maintain a communication journal that contains a summary of communications sent/received in all formats (written notes, copies of emails etc.).
5. Discuss the possibilities of combining the positions of state recording secretary and state corresponding secretary into one position since there is very little mail that is sent or received first class. Most communications are via e-blasts or email.
6. Continue to keep important information on a USB drive to be passed along to the next corresponding secretary.
7. Provide a copy of this report to the incoming corresponding secretary.

It was an honor to be asked to complete the term vacated by Mrs. Kerry Hackman, Gamma Sigma Chapter when personal and professional obligations necessitated she resign from the CA Executive Board. I was warmly welcomed to work with and learn from the knowledgeable and committed CA Executive Board Members who have the interests of CA ADK Sisters as their priority.

Respectfully submitted,

Kathleen O'Malley, Gamma Eta  
State Corresponding Secretary



## Report of the State Historian and Sergeant-at-Arms

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

During the 2014-16 biennium, your Historian/Sergeant-at-arms will have fulfilled the following responsibilities:

1. Attended nine State Executive Board Meetings.
2. Attended eight District Conferences, having 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 Conferences to assess the needs and directions 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 Inland Cities Council and submitted reports to the State President.
6. Attended the California State Conventions in Ontario and Visalia, serving as Sergeant-at-arms at the latter.
7. Attended the Northwest/Southwest Regional Conference in Cheyenne, Wyoming and served as a volunteer sergeant-at-arms.
8. Attended the International Convention in 2015 in Salt Lake City, Utah.
9. Posted photos of all the aforementioned events and online for the State Executive Council.
10. Provided *PowerPoint* training to Chapter and District Historians at the request of the different councils during the first biennium.
11. Refined detailed instructions on the use of *Snapfish*, the chosen online company to create AΔK's electronic archives, and placed them in the *Historian's Corner* on the CA website.
12. Communicated extensively via e-mail, United States mail, and phone calls with the CA Chapter Historians throughout the biennium.
13. Assisted Chapter Historians, as needed, in the use of *Snapfish* to create a photo history of the biennium.
14. Compiled the 2014-2016 California Alpha Delta Kappa chronicles, to be made available for purchase on *Snapfish*, one being presented to Mary Ann Englehart, the retiring State President when she leaves the Executive Board.
15. Worked with the balloting chairman to facilitate the election of the 2016-2018 CA State Board members.
16. Provided balloting boxes, signs and forms for the 2016 CA State Convention elections.
17. Coordinated with the Convention Chair to check-in and check-out archival documents and the duties of the Historian/Sergeant-at-Arms.
18. Prepared a flash drive of all documents and communicate forms used during the biennium for further referencing.
19. Reviewed the Historian/Sergeant-at-Arms job descriptions with the newly-elected sister.

### Recommendations:

1. Continue the use of an electronic scrapbook tool, but look into other choices such as *Shutterfly*.
2. Create a personal "practice scrapbook" to streamline and clarify the steps.
3. Send detailed instructions to the Chapter Historians and the Chapter Presidents with clear due dates.
4. Explore creating a video to place on the CA website on steps to creating the electronic chronicles following the instructions in Recommendation #3.
5. Encourage chapters to select technologically-savvy members to become chapter historians.
6. Continue to digitally save all CA Alpha Delta Kappa past scrapbooks onto the CA State website.

Respectfully submitted,

Sara I. Cooper, Beta Iota  
California State Historian/Sergeant-at-Arms, 2014-2016

## REPORT OF THE STATE CHAPLAIN 2014-2016

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

My goal as chaplain for the 2014-2016 biennium was to bring opening and closing thoughts to Executive Board meetings, District conferences and the 2016 State Convention that were educational, inspirational, entertaining and spoke to the lives of the members. The thoughts were drawn from stories, quotations, poems, events in history and my personal experiences.

In the printed material made available to chaplains and in training sessions, I suggested new ways to engage the members in helping the chaplain "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 corresponding secretaries to be included in meeting minutes. Chaplain's Chatter on the State web site also included excerpts. I participated in training sessions for chapter officers. I served as the liaison to the Peralta and Delta councils and attended their meetings and special events. I organized and with Executive Board members conducted the 2016 Omega service. I attended the Northwest/Southwest Joint Regional Conference in Cheyenne in 2014 and the International convention in Salt Lake City in 2015.

Recommendations:

Working with the State Treasurer and Vice President for Membership 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.

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 and meeting the women who make Alpha Delta Kappa the exceptional organization that it is today. Thank you for your attention, your acceptance, your laughter and your support.

Fraternally

Joanne R. Grimm, Alpha Alpha

California State Chaplin