

California Alpha Delta Kappa 2016 State Convention Convention Chairman's Report

Planning of this convention began late in 2014, with State President Mary Ann and myself considering and contacting potential sites. It became evident fairly quickly that the Visalia Holiday Inn (at the time) would be the most economical, particularly with regard to meal costs; it was our priority to keep registration costs as low as possible. We finalized the contract with the hotel about one year out from the convention. Our contact person was very easy to work with, and fortunately she was the only person we dealt with for both the contract and the convention planning itself (often two separate offices within a hotel). The negotiation of the contract itself is critical; it is vital that details are included to cover every aspect (for example, the location for the incoming president's reception following the banquet should be included in the total facilities booked). The hotel changed management and switched to Wyndham Visalia in October of 2015; however our contract was completely honored and our contact person thankfully remained the same. Most details with the hotel were worked out via e-mail; President Mary and I made three or four visits prior to the convention. Once the venue had been selected, postcards were prepared with the convention dates and hotel contact information and distributed at all District Conferences the 2nd year of the biennium.

Planning with the full Convention Committee began in late 2015; meetings were held with our host council, the Convention Treasurer, Registration Chairman and Decorations Chairman. I created the Registration form and Google Registration Form and we compiled all documents to be distributed out in late January, 2016. All documents were posted on the State website with State Newsletters and e-blasts informing members. Our Music Chairman came aboard in early 2016. There was extensive communication with State Board members regarding their needs for particular events (for example, setup for the Omega service). Once again, our contact at the hotel was very flexible and allowed small changes in setup (on Banquet Event Orders) up to a week before the convention.

As Convention Chairman I created the convention program in concert with President Mary Ann. It was sent to the Convention Parliamentarian for review and approval (as to the order of business) about four weeks in advance of the convention. President Mary Ann and President-elect Diana created the banquet program and State Chaplain Joanne created the Omega Service program. This division of labor helped lighten the load on the Convention Chairman and was greatly appreciated.

Help was solicited from other Valley District chapters since our local council has only two chapters; still, a few sisters did a LOT of work. I am eternally grateful to President Mary Ann, Registration Chairman Linda Barker and fellow Gamma sister, Leanne Miura, Treasurer Barbara Stein, Decorations Chairman Trina Schneider, and Music Chairman Christel Biasell. All of these sisters worked tirelessly to help the convention be a success.

Evaluations were included in the registration materials; 69 responses were compiled. Of these, 93% of the responses were positive (answering 'Yes' to questions such as 'Were you satisfied with the registration process?' and 'Were presentations and entertainment well done?'). There were comments mentioning the low attendance; there were 110 paid attendees. This is significantly lower than average attendance has been - about 73% of what our state convention usually has in attendance. We will send out a survey of chapter leaders to obtain feedback as to

the reason for this. Thank you notes were sent to the International representative, speakers, hotel personnel, and sisters who performed the many necessary tasks which contributed to the success of the convention.

Recommendations:

1. Consider hard copies of convention registration materials being sent at least to Council Presidents. I feel it is important that chapter leaders have an opportunity to see all of the materials in order to assure complete distribution of them and discussion so that delegates are prepared for voting.
2. For the Friday night 'Meet and Greet' perhaps publish that hors d'oeuvres will be served only for the first hour or so (evaluations reflected a disappointment when they were gone after about an hour).
3. Consider Co-Convention Chairmen with one being local to the selected site.
4. Encourage as many chapters and sisters as possible to be actively involved; this shares the myriad of tasks and encourages attendance.

Respectfully submitted,

Mollie Acosta, Xi
2016 Convention Chairman

Report of the State Convention Registration Chairman 2016

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 31st State Convention. Mollie Acosta guided me on how to get started on the spreadsheet she and Ted had set up. I didn't realize I was to receive a binder and flash drive and never received those. I did however receive a binder for my State Altruistic Chairmanship. I tried to enter the attendees on the day I received them in the mail. I had a few minor problems with ladies not filling out the form in full. I sent emails or called and asked questions if I needed. Also, a couple sent in the wrong amount of money, but eventually sent in the rest of the fee. I took all checks to Barbara Stein weekly. I also kept a separate hand written account of who had registered and how much they had sent in. Yes, I know it was not needed, but I always double entry whenever money is involved.

One problem for Barbara Stein and me was the Pay Pal situation. As of today, May 31st, Barbara says there is over a thousand dollars that she has no idea where it is from Pay Pal. I talked with her on the phone to see if it is still a problem and she says yes. Barbara went to the bank and spoke with the teller she always uses and the teller said she needed to get the account number, routing number and whoever set up the Pay Pal account. Barbara sent all this to Mary Ann Englehart. Hopefully Mary Ann will be able to fix this problem.

My recommendation is that you don't use Pay Pal in the future. Let one person receive all the checks and there shouldn't be such confusion. It sounded like a good idea, but it ended up a problem.

Mollie had run the original registration packet and I took it to Office Depot to be run in pastel colors mixed with white. Office Depot had everything ready in one day. Mollie and Ted ran the name labels for the name badge and the registration envelope. The week before the convention my Gamma friend, Leanne Miura and I prepared the 125 packets to be handed out at the convention. I felt the packets looked very professional which included names on the front of the large envelope, name tags and food selection tickets in separate huge success thanks to the planning of Mollie and Mary Ann. Free parking was a real plus since conventions in the Bay Area and Southern California are more costly. The Wyndham couldn't have been a better choice. They were so helpful with every detail I could see.

Respectfully submitted,

Linda Barker, Gamma
State Registration Chairman

Registration and Credentials Report

Morning, April 30, 2016

Chapter Delegates	44
State Executive Board Members	9
Past State Presidents	6
Chairmen of a State Standing Committee	6
Chairmen of the State Convention	5
President (or designee) of a Chapter Presidents' Council	5
Sustaining Members	0

Total Delegates: 75 Registered and Attending

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

Final Registration Report

Afternoon, April 30, 2016

Chapter Delegates	44
Chapter Alternates	5
Chapter Members	15
State Executive Board Members	9
Past State Presidents	6
Chairmen of a State Standing Committee	6
Chairmen of the State Convention	5
President (or designee) of a Chapter Presidents' Council	5
Sustaining Members	0
International Representative	1
Parliamentarian	1
Guests	16

Total: 113

CA ALPHA DELTA KAPPA
STATE CONVENTION April 29-May 1, 2016
TREASURER'S REPORT

The 2016 Convention seed money was deposited in the Fresno / Clovis Council's account at the Educational Employees Credit Union (EECU). It was placed in share #2, separate from the Council's money in share #8 (checking). Money was transferred from share #2 to share #8 when checks were written. The use of the Council's account ' meant there were no bank charges or need to purchase checks.

Upon receiving the checks from the Registration Chairman, they were examined for correct information and then duplicated so the Convention Treasurer had visual proof if any problem occurred.

The words CA STATE CONVENTION were typed on labels to cover the personal address of the treasurer on the Council checks.

PAY PAL was used by some members. If used in the future, the Convention Treasurer must acquire the correct procedures used by the selected convention bank.

It was a privilege to be a participating member of the "Sisters with Heart" officers, chairmen and committee members working on the state convention,

Respectfully Submitted,



Barbara M. Stein, Convention Treasurer

CA ALPHA DELTA KAPPA
STATE CONVENTION April 29-May 1, 2016
FINANCIAL REPORT

INCOME

A. State Seed Money	\$7,500.00
B. Registration (Pay Pal)	13,602.12
C. Friday Dinner: Ex Bd & PSP	750.00
D. Interest	18.87

TOTAL **\$21,870.99**

EXPENSES

	<u>BUDGET</u>	SPENT
A. Registration Materials	\$500.00	\$408.00
B. Presidents' Breakfast	429.00	927.61
C. Parliamentarian (Comp room)	550.00	364.00
D. International Rep (Comp room)	250.00	94.00
E. Convention Minutes	400.00	220.00
F. Programs	500.00	467.88
G. Omega Service	200.00	294.53
H. Decorations	500.00	418.55
I. Friday Night Reception	650.00	692.44
J. Meeting Room Rental		-G-
K. Honor Guard/Entertainment	1,000.00	500.00
L. Bank Charges		-G-
M. Audio Visual	200.00	-G-
N. Mileage	200.00	-G-
O. Miscellaneous	500.00	535.52
1. Stamps: \$9.80		
2. Refunds: \$456.00		
3. Publicity: \$28.13		
4. Sister Tokens: \$41.54		

FINANCIAL REPORT P.2

EXPENSES

P. Hotel

1. Friday Reception (See I)	(\$692.44)
2. Friday Dinner: Ex Bd & PSP 26 @ \$29.75	773.50
3. Saturday Breakfast (SeeB)	(927.61)
4. Saturday Lunch- _____ \$ 54 ⁰⁰ @	1,829.22
5. Saturday Dinner-----	5,178.33

TOTAL

\$13,319.08

SUMMARY

INCOME	\$21,870.99
EXPENSES	\$13,319.08
SEED MONEY	\$7,500.00
BALANCE	\$1,051.91

Respectfully Submitted,

Barbara M. Stein

Barbara M. Stein, Convention Treasurer

RECOMMENDATION: The Registration Fee should include the cost of the Friday night dinner for the Executive Board and the Past State Presidents.

California Alpha Delta Kappa 2016 State Convention Decoration Chairman

Madame President, Members of California State Executive Board, and Alpha Delta Kappa Sisters, I met with Mollie Acosta and Mary Ann Englehart and was asked to be the decoration chairman for the 2016 State Convention. I knew my chapter Beta Zeta and members of the Orange Coast Council would be my committee, and the planning began.

I met with Molly and Mary Ann again on January 8, 2016. Ideas were shared and budget was discussed. In addition to the Presidents' Council Breakfast, luncheon, and banquet decorations, a program cover for the banquet was needed. The following day was the Marina District Meeting, giving sisters added opportunity to volunteer. Mari Page would bake heart shaped cookies for the luncheon and Zeta would design the cover for the banquet program.

The committee planned, purchased materials, and created the center pieces. Fresh flowers were planned for the banquet. Trips to the Los Angeles Flower Mart were made in April to scout out available flowers and prices. Flowers were purchased and arranged on Thursday, April 28.

A trip to the Wyndham was made two weeks before the convention, to select the table linens. This also provided an opportunity to view and locate the event rooms and a room used to store convention materials.

The sisters from the Orange Coast Council that attended the convention were responsible for setting out all decorations for the President's Council Breakfast, luncheon, and banquet. This chairman certainly appreciates their support and all their hard work.

Decoration expenses were submitted for reimbursement.

Recommendations:

1. Ongoing communication with all members of the decorations committee to help eliminate any misunderstandings.
2. Visiting the Wyndham prior to the convention was helpful.
3. Fresh flowers can be tricky.

Respectively submitted,

Trina Schneider, Beta Zeta
Decorations Chairman

California Alpha Delta Kappa 2016 State Convention
Report of Music Chairman

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

I was very pleased that we were able to provide live music for our 2016 state convention. I am grateful to all who were involved in the planning, coordination, and performing of the music.

Our Saturday morning meeting was begun with everyone singing *The Star Spangled Banner*, lead by Xi sisters, Mary Gomez and myself, Christel Biasell.

On Saturday after lunch, we were delighted with the featured artists of the Redwood High School Choral Department. The city of Visalia is known for their excellent public school music programs, and the Redwood High School students were a wonderful example. The small ensemble performed a number of vocal pieces with instrumental accompaniment. Piano, guitar, and cello instruments were used; the vocals were presented as solos, duets, and trios.

The Saturday evening Banquet was enlivened by the performances of Steve Baldwin and Friends. They performed a wonderful array of oldies-but-goodies rock songs. And, may I note that Steve is the brother of our beloved outgoing President, Mary Ann Englehart.

For Sunday morning's Omega Service, I played folk songs from Ireland and England on my harp. On the piano, I accompanied a sing-along of *Ode To Joy*. I also accompanied myself on the piano as I sang a solo entitled *Goin' Home*.

For me, the highlight was the singing of *Together, Wherever We Go*, by our officers!

It was my great honor to serve my Alpha Delta Kappa sisters at the convention. My only regret is that I was unable to give more of my time and effort into the preparations. Heavy on my mind and my time during the last few months before our convention, was my dear mother who was ill and frail. As I performed for the ADK Omega Service, I knew that my mother would be passing away soon. And, indeed, she passed the day after our ADK convention weekend. Fortunately, my Xi sisters were a great comfort to me.

Respectfully submitted,

Christel Biasell, Xi Chapter
State Convention Music Chairman

State Convention 2016 Report of Balloting Chairman

The balloting committee is charged with the task of running the election of state executive board officers and selecting the state altruistic project for the next biennium. The balloting committee chairman was Monica Meade, Zeta. Committee members were Mary Ellen Chaboya, Northern District; Joanne Koch, Valley District; Katherine Davidson, Marina District; and Eloise Johnson and Andrea Street, Southern District.

The balloting committee met to discuss balloting procedures. During the first business meeting Saturday morning, April 30th the balloting committee was introduced to the attendees and the delegates were given balloting instructions. Balloting committee members were dismissed to prepare for the election and soon after delegates were dismissed to vote. After the ballots were cast, the balloting committee met to tally the vote. The results were as follows:

		Number of votes:
Historian/Sergeant-at-Arms	Mary Krause	71
Chaplain	Kathleen O'Malley	71
Corresponding Secretary	Joanne Grimm	71
Recording Secretary	Lynne Keating	71
Treasurer	Marlene Cordova	71
Vice President	Sara Cooper	71
President-Elect	Karen Kirby	71

After the executive board officer vote was announced, Mary Ann Englehart declared an election and announced Diana Galvan as California State President for 2016-2018. The balloting chairman then announced the Altruistic Project voting results for the 2016-2018 biennium. The results were as follows:

	Number of votes:
Nothing But Nets	2
KidSingers	29
Break the Barriers	40

The President declared an election and said the Break the Barriers will be the California State Altruistic Project during the next biennium and had Gamma chapter members stand as recognition for nominating the project.

Recommendations: The location for balloting was accessible to all delegates. There were no interruptions or conflicts with other conferences or conventions. All members of the balloting committee were present during the voting and counting of votes. Most delegates voted in a timely manner.

Respectfully submitted by,

Monica Meade, Zeta
State Balloting Committee Chairman