



California Alpha Delta Kappa

Executive Board Meeting Minutes

November 8-10, 2019

Piccadilly Inn, Fresno, CA

1. Call to Order

The meeting was called to order at 3:39 P.M. by President Karen Kirby.

2. Silent Roll Call

The silent roll call sheet was passed around the table by Secretary Anita Brown. All eight members of the California State Executive Board were present.

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

3. Approval of Agenda

There were additions to the agenda.

13.4.7. Convention Budget

13.4.8. Rules Governing the State Convention

14.1.1. Change Policies & Procedures deadline for submitting Candidate Application

17.10. February 25, 2020

17.12. Remove this and renumber the rest of the agenda.

The agenda was approved by consensus with these changes.

4. Opening Thought

Virginia shared with us her thoughts about the power of smiling and laughter in life. Virginia told the board that scientists say that a genuine smile and laughter increase the body's levels of serotonin and dopamine, the endorphins that slow cortisol production and diminish feelings of stress, anxiety, and depression.

Smiling is a bonding agent that builds bridges to other people around us. It also has a positive impact on short-term memory according to a recent AARP study.

5. Review of Norms

Karen reviewed our Executive Board Norms which were written by June Carpenter, a former Alpha Delta Kappa International President. Karen reviews these norms at every Executive Board meeting.

6. Valley District Conference Plans

6.1. Sara Cooper, CA President-Elect presented the program plans to the board. There will be coffee, juice, fruit, and muffins as members arrive. Some board members were asked to initiate a new Xi sister during the meeting tomorrow.

6.2. The Double Jeopardy game has had a few revisions that were noted by Rosena Kruley, CA Historian/Sergeant at Arms and Sara.

7. Approval of Executive Board Minutes October 4-6, 2019

It was pointed out to Anita Brown, CA State Secretary that Rosena's chapter is Beta Alpha not Alpha Beta. Also, Marlene, CA State Treasurer told the board that in her March Bank Accounts Update Report, the correct amount for the Wells Fargo Bank Reserve should read \$43,008.27 and not \$48,008.27. Marlene and Rosena were thanked by Anita for these corrections to the March and October minutes.

8. Correspondence

Sent:

- Karen shared a letter that she had sent to Barbara Stein, California Xi.

Received:

- Anita shared the invitation that the Board had received to the Southern District Conference. This conference will be held on March 14, 2020 in Redlands, CA.

9. Treasurer's Report

9.1 Current Budget Status Report

Marlene noted that there is a donation of \$300.00 back into the CA Crisis Fund from Brittany Gentz. Brittany was a recipient from the CA Crisis Fund, Teachers Helping Teachers. She is no longer teaching and wants the money to go back into the Crisis Fund for someone else who may need it in the future. Marlene will send her a thank you card.

9.2. Bank accounts update

Balance as of November 9, 2019:

Bank Accounts

Wells Fargo Bank	WF Checking	\$6,390.15
	WF Reserve	\$46,026.35
	WF Scholarship	\$9,765.11
TOTAL Bank Accounts		\$62,181.61

Investment Accounts

AΔK Foundation	Noel Leonard	\$54,116.23
TOTAL Investment Account		\$54,116.23

OVERALL TOTAL **\$116,297.84**

Other Important Information

Altruistic Sales since 6/1/18	\$1,359.00	\$3,755.30 (to date)
CA Crisis Fund	\$6,329.80	(\$3,600.00) 12 teachers
AΔK Foundation	\$2,796.21	(\$300.00) 1 teacher
New Day for Children	\$2,650.00	(\$1,075.00) Check given

Awarded in 2018-2019:

Noel Leonard Scholarships	Leadership (5) Regional Conference	\$500.00
District Mini-Scholarships		\$1,000.00

To be given 2019-2020: State Convention Budgeted

Noel Leonard First Timers	\$1,100.00	
Eleanor Bendell	\$2,500.00	
Excellence in Education	\$200.00	
District Mini-Scholarships	Budgeted-Scholarship	\$1,200.00

9.3. Dues Report

Marlene reported that only two chapters have sent in their dues. Eleven sustaining sisters have paid but five have not.

9.4. 2020-2022 Budget

Marlene described her work on preparing the California 2020-2022 Alpha Delta Kappa Budget to present to the board today. A lengthy discussion ensued as she reviewed the budget line by line.

MOTION: Diana moved that the board approve California's Alpha Delta Kappa Proposed budget for 2020-2022. Mari seconded the motion. The motion passed.

9.5. Budget Descriptions

Marlene read each Budget Description line by line. A lengthy discussion ensued. Marlene will make the revisions and send it out to the board.

MOTION: Virginia moved that we accept the Budget Descriptions for the 2020-2022 biennium as revised and presented by Marlene. Sara seconded the motion. The motion passed.

10. Membership Report

10.1 Membership Status

Here are the figures compiled from International Headquarters and reported to the board by Mari Page, CA Vice President Membership:

Active Membership	1,072
Reinstated	2
Transferred	1
Pending Members	3
Resignations	8
Omega	5
Limited	45
Honorary	8
Number of Chapters	45

10.2. State Membership Committee

The CA Executive Board are all members of the State Membership Committee. The board are liaisons to the Councils so the board must bring up Membership at every meeting. There's a monthly analysis for the region.

10.3. Golden Sister Congratulations

Karen asked Mari to share the congratulations e-cards she sends to new Golden, Silver, Sapphire Sisters.

The meeting was recessed at 6:00 P.M.

The meeting was reconvened at 3:15 P.M.

11. Reconvening Thought

Virginia shared an anonymous poem that does not have a title. Six people claimed to be the author. The theme is that smiling is infectious. The moral is: Cover your mouth when you cough, but never when you smile.

12. Historian Report/Snaphish Book Progress

Rosena warned the board that the historians should only use SAVE and not SAVE AS because if SAVE AS is used it can delete everything that Rosena has done. Rosena has two chapters that have almost completed their two pages for the President's book. These two chapters just have to add captions and chapter names. Rosena will let all the state historians know about using only SAVE and not SAVE AS. Karen suggested that Rosena send this information as a screen shot. Karen has found this technique to be helpful.

13. Unfinished Business

13.1. Excellence in Education

The Excellence in Education Award form is no longer on the California website. The revised form came out in July. The whole process has changed. A link to the revised application process has been placed on the California website. The deadline for nominations was November 1, 2019. No nominations were received by State Excellence in Education Chairman Andrea Street by this deadline. The California winner receives \$200.00 from California Alpha Delta Kappa.

13.2. Communications Log

The Board reviewed the use of the Communications Log. It was decided to continue to use the Communications Log. Karen reminded the Board to use the Communications Log whenever the board members send or receive mail.

13.3. Regional Conference plans

Karen led a discussion of the board's travel plans for the Regional Conference to be held next summer in Hawaii. Discussion will continue in January, 2020.

13.4. State Convention Updates

13.4.1. Registration/online and due date

Karen is working on the registration packet. Karen will work with Diana on this packet. Karen wants to send a separate email to invite every California sister. Karen wants the registration form as well as the packet to be online for the State Convention to be held April 24-26, 2020. We are required to book at least 60 rooms at the Double-Tree Inn in San Jose, California. Karen encouraged the board to make reservations as soon as possible.

13.4.2. Sales at Convention

Chapters will be allowed to hold sales at the State Convention. Marlene has made a flyer to apply for sales space at the State Convention. The cost will be \$20 per table and will be awarded on

a first-come, first-served basis. Karen asked Marlene to send the flyer out after sisters receive the registration packet in January.

13.4.3. Board Members' Duties Review

Karen wants each board member to review their convention responsibilities and be prepared to discuss them at the January 24-26 Marina District Conference and Board Meeting.

13.4.4. Noel Leonard Grant Recipients

Each of the eleven councils should select one Noel Leonard First Timer Grant recipient from a list of first timers attending the State Convention. Chapters should submit First Timers' names to the Council. The Council President will conduct a drawing to select a recipient. Each recipient will receive \$100.00. The Noel Leonard Grant recipients' names will be due to Karen by April 1, 2020.

13.4.5. Eleanor Bendell State Scholarship

The Eleanor Bendell State Scholarship Award guidelines were read straight out of the Policies & Procedures. The award shall be given to a member of California Alpha Delta Kappa who is actively engaged in the field of education and is seeking professional growth. This year's allocation is \$2,500. The application is due to State Scholarship Chairman Rita Prichard February 25, 2020. If there is no qualified applicant in any given biennium, no award shall be given at that time.

13.4.6. Betty Rosenberg Golden Chapter Award

The Betty Rosenberg Golden Chapter Award will be given at the State Convention. Applications are due to Karen by February 15, 2020.

13.4.7. Convention Budget

Karen went over the California State Convention budget line by line. Karen is hoping that there will be at least 130 sisters attending the convention. The registration fee will be \$155. All information regarding the California State Convention to be held will be found in the registration packet coming out in January, 2020.

13.4.8. California Rules Governing the Convention

Karen read through the document called Rules Governing the Convention. The Board reviewed it.

13.5. Applications for Executive Board for 2020-2022

Karen stated that the application form to be considered for the next biennium's California Executive Board is now online on the California Alpha Delta Kappa website. To run for a position on the 2020-2022 Board, download the form, fill it in, and send it to Candidate Qualifications Chairman Barbara Ackleberry by November 30, 2019.

13.6. Summary of the Northern District Conference Evaluations

Karen thanked Sara for organizing the information gained from the Northern District's Conference evaluations. Sara sent each Board member the summary of the evaluations.

14. New Business

14.1. Policy & Procedures Updates

Diana keeps the Board's Policy & Procedures up to date. California is very forward thinking about the state's Policy & Procedures document. The Board discussed the need to change the deadline for the application to run for State Officer in the Policy & Procedures manual.

MOTION: Sara moved that the deadline for the application for state officers be moved to November 30, 2019. Rosena seconded the motion. The motion passed.

14.2. International Virtual Attendance

International Headquarters has sent California Alpha Delta Kappa Resolution #2 regarding Virtual Attendance to all state presidents for input. Karen is to report what the advantages and disadvantages might be.

14.3. School District Email Addresses

There was a reminder from Karen that working sisters should not use a school district email address as their Alpha Delta Kappa email address because newsletters, notifications, and emails may be blocked by the school district and not be delivered. It is recommended that school emails be changed to personal emails in the Directory on the International website.

14.4. International Bylaws

The discussion on the International Bylaws is postponed until next meeting.

14.5. Review H-103 Initiation Membership Application

Mari reported that there is only one form now that is easier to use. This information is on the international website. After a chapter has initiated a new member, the H-103 Membership Application Form should be completed and sent in. Form H-133 has been retired.

14.6. ITE Student/Rohina Sediqui

Karen asked Anita to send a sympathy card to an ITE Student named Rohina Sediqui. Her father died recently in Afghanistan. Anita sent the sympathy card to Rohina who is studying in Massachusetts. Anita included an invitation for Rohina to visit California if time allows one day.

14.7. Longest Day Chairman

Diana has been the California Chairman for the California Alpha Delta Kappa Longest Day Fundraising Campaign. Diana agreed to continue in this position for the 2020-2022 biennium.

14.8. Evaluation of the Valley District Conference

Rosena gave us her first impression of the evaluations that were turned in today after the Valley District Conference. There were 38 attendees. Eight of these attendees were the Executive Board. There were 25 evaluations returned. 19 of the evaluations gave a score of 5 which is the highest score. There were four with a score of 4. There were three without a score. There were not any evaluations with a score of 2 or 1.

14.9. Marina District Conference

Sara reported that the Marina District Conference will be held January 25, 2020 at Seal Beach, CA. Mari told us that the Conference will be held at the Seal Beach Old Ranch Country Club. Mari reported that the speaker will be Craig McDonald, a local historian.

15. Sales at the Valley District Conference

Marlene reported that 12 badge holders, one shirt, and two lanyards were sold today for a total of \$88.00.

16. Review and payment of bills

The bills were reviewed by the Executive Board.

17. Announcements

November 30, 2019	Nomination forms for State Executive Board due
December 1, 2019	Resolution for State Convention due
January 1, 2020	International Membership Campaign BEGINS
January 25, 2020	Marina District Conference, Seal Beach, CA
January 31, 2020	Regional Professional Development Scholarship due
February 15, 2020	Living Memorial Scholarship Application due
February 15, 2020	Fine Arts Grant Application due
February 15, 2020	Betty Rosenberg Golden Chapter Award application due
February 25, 2020	State Excellence in Education Nomination Packet to State Chairman deadline

March 1, 2020	Councils to choose Noel Leonard First Timer recipients
March 14, 2020	Southern District Conference
March 15, 2020	World Understanding Project Proposals deadline
March 20, 2020	State Convention Registration deadline
April 24-26, 2020	California State Convention, San Jose, CA
July 13-16, 2020	NW/SW Regional Conference, Honolulu, HI

18. Experience Sharing

Virginia shared a fun Fraternal Education activity done at their Founder's Day meeting. Virginia had mini-pumpkins all around the room. On the bottom of each pumpkin was a taped paper with a question about Alpha Delta Kappa. Rosena's and Anita's chapters also did a similar activity. This activity was listed on the International Headquarters website under Fun with Fraternal Education.

Marlene received a phone call from Hawaii. They would like information on how California set up their Educators Helping Educators Crisis Fund.

Diana suggested the possibility that California Alpha Delta Kappa might want to send money to other states that are having disasters. The Board will discuss this in January, 2020.

Sara explained the specifics of sales at the Regional Conference sales in Hawaii. A chapter may sell crafts or packaged food. Hawaii sisters want to know how many tables to set up. The Board will discuss this in January, 2020.

19. Closing Thought

Virginia presented us many interesting facts about Veterans Day. This holiday honors all who have served the country, both in war and peace, dead or alive, although it is largely intended to thank living veterans for their sacrifice. There are many other countries that celebrate Veterans Day. Some countries call the day "Remembrance Day". Be sure to thank all those you know who have served our country in any branch of the service.

20. Adjournment

The meeting was adjourned at 6:45 P.M.

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

Post-Valley Conference Duties

Diana:

1. Change 9.3 in March minutes to show correct amount in WF Reserve.
2. Show Anita (and me) how to sort the Communication Log
3. Correct word receive in P & P, Eleanor Bendell
4. Change to capital I in P & P #3, Betty Rosenberg
5. I forgot to mention, but there are a few red boo boos in the P & Ps, p. 74 and 75.

Mari:

1. Check on Executive Board invitations to Marina District Conference.

Rosena:

1. Send instructions to all historians how not to use Save As. Include screen shots.

Marlene:

1. Email Proposed 2020 – 2022 Budget to everyone.
2. Revise Budget Descriptions. Email to Karen.
3. Put both on flash drive and remove any older copies.
4. Email to chapter presidents about sales at convention. Wait until Karen sends out convention packets.
5. Note to sustaining members about process for choosing a delegate at the state convention.
6. Check into those credit card points.

Anita:

1. Send thank you note to Virginia Riding for the successful conference.
2. Send thank you note to Fresno/Modesto Council for their efforts in making the conference successful. (Mary Ann is council secretary.)

Karen:

1. Forward Kitty Nutting's SW newsletter to Executive Board.
2. Contact Linda Isles re: Balloting Committee Chairman

3. Check in P & P when the Noel Leonard first timer names are due.
Put in next Liaison Report.
4. Ask Teresa Thompson, Beta Rho, to present at State Convention her use of Eleanor Bendell State Scholarship.
5. Check Delta addresses. Email need for change to Rosalinda. Put in next Liaison report.
6. Check cancellation policy at DoubleTree.
7. Liaison report: note regarding H-103 revision.
Let Marlene know when convention packets go out so she can contact sustaining members about