



California Alpha Delta Kappa

Executive Board Meeting Minutes

January 24 – 26, 2020

Hampton Inn, Seal Beach, CA

1. Call to Order

The meeting was called to order at 2:37 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.

Add 13.2.6. Resolutions

Add 18.2. Disaster relief in other places

The agenda was approved by consensus with these changes.

4. Opening Thought

Virginia shared with us her thoughts about how quickly time flies by. This biennium seems to have just begun but it is rapidly coming to a close. We can't slow time down, so the only thing we can do is to enjoy the time we have now.

Yesterday is history.
Tomorrow is a mystery.
But today is a gift.
That's why it's called the present.

5. Review of Norms

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

6. Marina District Conference Plans

6.1. President-Elect, Sara Cooper, presented the program plans to the board.

6.2. Historian/Sergeant at Arms, Rosena Kruley, said there were no revisions to the Jeopardy game that will be used for Fraternity Education at the conference.

7. Approval of Executive Board Minutes 11.8-10.19

The minutes were approved as written.

8. Correspondence

Sent:

- 11.18.19 Virginia Riding from Anita re :Thank you-Valley Conference
- 11.18.19 Valley District Council from Anita re: Thank you- Valley Conference
- 11.22.19 Hawaii State ADK from Marlene re: Thank you-donation to EHE
- 11.25.19 HI Gamma Chapter from Marlene re: Thank you-donation to EHE
- 11.25.19 Alma and Howard Hanzawa from Marlene: Thank you-donation to EHE
- 11.25.19 Barbara Stein's family from Karen re: Condolences for her loss
- 12.23.19 CA Xi Chapter from Karen re :Condolences for their loss
- 1.14.20 4 recipients from Marlene re:\$500 each district mini-scholarships
- 1.13.20 4 recipients from Karen re: Congrats cards to above 4 winners
- 1.20.20 State Committee Members from Karen
- 1.21.20 Chapter Presidents from Diana re: Longest Day info for 2020

Received:

- 11.21.19 Hawaii State ADK donation \$500 EHE
- 11.24.19 Hawaii Gamma Chapter donation \$100 EHE
- 11.24.19 Alma & Howard Hanzawa family donation \$25 EHE
- 12.2.19 Hawaii Theta Chapter donation \$100 EHE

9. Treasurers Report

9.1 Current Budget Status Report

State Treasurer Marlene Cordova gave the following report:

9.2. Current Budget Status Report

Balance as of January 25, 2020:

Bank Accounts

Wells Fargo Bank WF Checking	\$23,345.62
WF Reserve	\$46,030.30
<u>WF Scholarship</u>	<u>\$7,765.60</u>
TOTAL Bank Accounts	\$75,841.52

Investment Accounts

ADK Foundation <u>Noel Leonard</u>	<u>\$54,116.23</u>
TOTAL Investment Account	\$54,116.23

OVERALL TOTAL **\$129,957.75**

Other Important Information

Altruistic Sales since 6/1/18	\$1,447.00	
CA Crisis Fund	\$7,054.80	(\$3,600.00)12 teachers

AΔK Foundation	\$2,796.21	(\$300.00) 1 teacher
New Day for Children	\$2,750.00	(\$1,075.00) Check given

Awarded in 2018-2019:

Noel Leonard Scholarships	Leadership (5) Regional Conference	\$500.00
District Mini-Scholarships	Awarded in 2019-2020	\$2,000.00

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

9.3. Proposed 2020-2022 Budget e-vote

Karen discussed a proposed budget discrepancy of \$500 that needed to be fixed.

MOTION: Anita moved that the Revised 2020-2022 Budget beapproved as amended. Seconded by Mari. The motion passed.

MOTION: Diana moved to ratify the e-vote taken in November 2019 to approve the proposed budget for the 2020-2022 biennium. Seconded by Marlene. Motion passed.

9.4. Budget Descriptions e-vote

This was not necessary because action on this item occurred at the November meeting. The Budget Descriptions were approved then.

9.5. New computer allocation e-vote

Karen led the discussion regarding this item. Diana has done research looking into the possibility of getting a single user or group license for the Quicken bookkeeping program for the new biennium's treasurer to use. This would be in lieu of purchasing a new computer. This item was TABLED until the March, 2020 Executive Board Meeting while more research is conducted.

9.6. Living Legacy donation

The Policies and Procedures document was referred to under the heading Memorials on page 85

MOTION: Diana moved that California send a \$100 Contribution to the Living Legacy fund at International headquarters in memory of Barbara M. Stein, Past California State President who also served on the International Chapter with Agnes Shipman Robertson. Barbara died on December 14, 2019. Seconded by Marlene. Motion passed.

9.7. Mini-Grant recipients

Congratulations to our new mini- grant recipients. Each grant is funded at \$500. Three grants were awarded in the Northern District because no applications were received from Marina and Southern Districts. The grants were awarded to:

* **Christel Biasell**, *Xi*, Valley District, to attend a guitar and ukulele workshop where she will receive forty hours of training to teach beginning level classical guitar and ukulele lessons to students.

* **Ann McCarty**, *Alpha Lambda*, Northern District, to purchase supplemental materials for teachers at her school. The materials will match students' instructional levels and/or support their behavioral and social-emotional needs.

* **Kim Gerould**, *Beta Eta*, Northern District, to assist her endeavor to obtain her Tier II Administrator Credential.

10. Membership Report

Vice-President/Membership, Mari Page presented her current Membership Report. These figures are compiled from Alpha Delta Kappa and are obtained from International Headquarters as of 12.31.19.

10.1. Membership status

Active Membership	1070
Reinstated	2
Transferred	2
Pending Members	4
Resignations	9
Omega	7

10.2. Membership Consultant Report

Mari led a discussion regarding the need for Membership. She presented her S/P/N Membership Consultant Report. Mari expressed concern about the chapters that have not initiated any new members for over four years. Karen suggested that Mari take the framework of the letter in the Membership Development Manual to find out why people are resigning.

11. Historian Report/SnapFish Book Progress

A discussion was held regarding issues involved with SnapFish. Some members expressed difficulty in signing into SnapFish. The issues were resolved by Rosena. She showed a preview of the President's book.

The meeting was recessed at 5:15 P.M.

The meeting was reconvened at 2:50 P.M. on Saturday, 1.26.20

12. Reconvening Thought

Virginia shared a poem entitled, "A Lovely Day" by Helen Lowrie Marshall with us. Virginia said that today was a lovely day for all of us. It doesn't have to be an eventful day to be lovely, sometimes it is just the simplest of things that make it perfect. It could have been a smile, someone saying hi, helping a friend, etc.

13. Unfinished Business

13.1 Regional Conference plans

Karen asked Board members about their plans to go to Hawaii for the Regional Conference. A discussion ensued regarding attendance of the California executive board at the upcoming Alpha Delta Kappa Regional Conference to be held in Hawaii in July, 2020. It was decided, in order to stay within the budgeted amounts for travel and hotel expenses in the California Policy and Procedures, the California state president and the California state president-elect would be funded to attend. Other officers and California members may also attend, but will not be funded by the state treasury due to budget limitations necessitated by the decline in membership and increase of travel costs.

13.2 State Convention Updates

13.2.1. Convention Packet

Karen explained that the entire Convention Packet is on the California website. She went through this Convention Registration packet in detail. Diana, Susan Raffo, and Karen worked on this packet. Karen displayed the balloting chairperson's job description. Karen will make the ballots. There are many items that need to be revised to reflect current practices including the use of technology. Karen said she may take this on as Immediate Past President in the next biennium.

13.2.2. Balloting Chairman

Susan Raffo is working on finding a Balloting Chairman for the 2020 State Convention.

13.2.3. International Chapter Representative

Ann Marie Brown from Arizona will be the International Chapter Representative. Mollie Acosta, International President Elect will be attending and will be giving a speech after lunch. The cost of the International Chapter Representative and the parliamentarian will be paid from the convention budget.

13.2.4. Candidates for Office, 2020-2022

Rosena Kruley	Beta Alpha	President-Elect
Mari Page	Gamma Mu	VP Membership
Greta Lima	Beta Iota	Secretary
Virginia M. Riding	Gamma	Treasurer
Donna McCartney	Gamma Nu	Chaplain

13.2.5. California Altruistic Project nominations

- **Wildlands Conservancy**

The (WC) is dedicated to preserving the beauty and biodiversity of the earth and to providing programs so that children may know the wonder and joy of nature. In working to achieve this mission, WE has established the largest nonprofit nature preserve in California, comprised of nineteen preserves encompassing 156,000 acres of diverse mountain, valley, desert, river, and oceanfront landscapes. The outdoor Discovery Program is a nature-based education experience that offers curriculum-based, hands-on learning that incorporates concepts of science, technology, engineering, art, and

math (STEAM) related to California Standards. The various programs are free of charge. WC is a statewide program.

- **New Day for Children**

(NDC) operates restorative programs for girls from the ages of 10 to 18 who have been victims of sex trafficking. Their facilities are located in Northern California and support a statewide population with partner locations in the Western United States. The project provides the girls with school as they work toward their high school diplomas and transitioning to college and careers. NDC provides education, safe housing, therapy and emotional healing for girls in an attempt to lift them out of their desperate situations. This project receives no government funding but is supported by voluntary donations. NDC serves children across California with about 1/3 from Northern California, 1/3 from Southern California, and 1/3 from other California locations. NDC was our State Altruistic Project for the 2018-2020 biennium.

- **Youth Hope Foundation**

(YHF) builds confidence and promotes self-sufficiency for homeless, runaway, and at-risk youth, ages 14-24, by providing trust, hope, support, and education. YHF was established to provide a support system for children and young adults in a safe and caring environment so they may grow to be healthy, self-sustaining adults. YHF started out handing out food but has developed into a group that serves through four core programs: continued education and job training, medical and counseling services, food and clothing closet, and housing. In the last four years they have added a skills class which teaches youth basic skills that they were not taught due to insufficient living circumstances or lack of communication with parents. YHF is located in Redlands, California and provides services to youth residing in the City of Redlands and from the surrounding areas of the Inland Empire.

- **George Mark Children's House**

(GMCH) focuses on quality of life and continuity of care for children with illnesses that modern healthcare cannot yet cure, or, for those who have chronic medical conditions. It can be overwhelming and isolating to have a child with complex medical conditions. GMCH partners with families to bring an element of normalcy and joy into their lives. In addition to their around-the-clock skilled pediatric nursing, they offer everyday activities including play, art, music, movement and hydrotherapy. GMCH serves children who are no longer benefiting from an acute care hospital yet are not able to be cared for at home. A patient's family can stay in its own family suite and surround their child with love and support. GMCH is located in San Leandro, California and serves children and families from all over the state.

13.2.6. Resolutions

It is up to the state president to select a deadline for submission of resolutions. Karen picked December 1, 2019. There were no submissions at that time. However, six weeks later on January 17, 2020 two resolutions were received by Karen. She immediately sent copies of each resolution to every chapter president. The resolutions were posted on the California website.

13.3. Longest Day

Diana reported that she has sent out information about the California Alpha Delta Kappa campaign to raise money for the Alzheimer's Association to all chapter presidents. Each chapter is encouraged to have a team registered under the California Cares Team. Diana's goal is to exceed last year's donation.

13.4. Summary of Valley District Conference evaluations

Sara reported her summary of the Valley District Conference evaluations. Most scores were positive. The participants wanted to learn even more about Alpha Delta Kappa. They also wanted to learn about female issues, motivation.

14. New Business

14.1 Educators Helping Educators application

Karen reported that she had received one new application for Educators Helping Educators. Principal Edgar Gregorio from Paradise Ridge Elementary School requested funds for 16 teachers to help replace equipment lost that would promote healing through the arts. This equipment would include a multitude of visual and supporting art supplies to promote this healing process. There would be 16 teachers receiving \$300 each to purchase these art supplies. The total would come to \$4,800. There would still be \$2,254 left in the Educators Helping Educators fund if we approve the motion.

MOTION: Virginia moved that we fund the Educators Helping Educators request made by Principal Edgar Gregorio to provide \$4,800 to 16 teachers to promote healing through the arts at Paradise Ridge Elementary School. Seconded by Mari. The motion passed.

14.2. Policy and Procedures, Section G Convention Packet

The Board discussed reducing the number of participants receiving mailed packets since the convention packet is available on the California website which will reduce postal costs. This is in keeping with the current International practice.

MOTION: Marlene moved to change the language in Procedure #3 to read, "One hard copy to be mailed to Chapter Presidents, the international representative and parliamentarian. Remove sections a-g in #3. Seconded by Mari Page. The motion passed.

14.3. International Bylaws Letter

There are no bylaws to vote on at the state convention. California has previously voted to align the California Bylaws with the International Bylaws. California will continue to use the California Policy and Procedures manual. No further action regarding bylaws at the state convention is required.

14.4. Liaison Report Feedback

- If no action is required on the Liaison Reports, Karen files them. Rosena will be helping Golden Gate Council with their pages for the President's Book.
- At the Fresno/Modesto Council, they discussed collegiate chapters and would like to encourage the Board to pursue the founding of a collegiate chapter in California possibly in the Valley District. The Executive Board discussed this idea. It was noted that a collegiate chapter has to be mentored by a chapter and not by the Executive Board.
- Delta Council's liaison report was discussed by Rosena and the Executive Board.
- The October 2, 2021 Northern District Conference will be planned by the Sierra and Delta Councils.
- If someone is reinstated, the member has to pay their dues for the year they are reinstated. New members who are initiated from January 2020, to December 2020, do not have to pay dues until 2021.

14.5. President's Liaison Report

Karen plans to have her latest Liaison Report out by February 1, 2020.

14.6. President's Report to International H-142

Karen tabled this item until the March Southern District Conference.

14.7. Newly Revised Chapter Officers Calendar

Karen passed this newly revised calendar to each member of the Executive Board.

14.8. International Convention Voting Summary

Karen sent this to the Board via email. She wants to review this at the Executive Board meeting in March. This item is tabled until our next meeting.

14.9. Southwest Regional Distinguished Program Award

Beta Iota was recognized for their outstanding service and was awarded the Southwest Regional Distinguished Program Award.

14.10. Sales at Regional Conference

This was discussed by the Executive Board. It was decided not to sell anything at the Regional Conference since at this time there are only two Executive Board members going to the Regional Conference in Hawaii.

14.11. Evaluation of the Marina District Conference

Rosena reviewed the Marina District Conference evaluation forms. Twenty-nine sisters gave the highest score which is a five. Thirteen sisters did not comment anything. One sister gave a score of 1 which is the lowest score. There was a lot of feedback and written comments.

14.12. Southern District Conference

Sara gave details about the Southern District Conference which will be held on March 14. The Executive Board will arrive by 2:00 P.M. on March 13 and leave after noon on March 15. We are staying at the Dynasty Inn on 280 Colton Avenue in Redlands. The Conference will be held at the ESRI Café 9-12 sharp. Breakfast will be a buffet. The theme is Up, Up, and Away. There will be a raffle. Lynne Keating is the Council President.

15. Sales at the Marina District Conference

Marlene reported that there was \$390 from sales of badge holders and lanyards during the Marina District Conference.

16. Review and Payment of Bills

The bills were reviewed by the Executive Board and were approved by consensus.

17. Announcements

17.1. January 31, 2020: Regional Professional Development Scholarship deadline

17.2. February 15, 2020: Living Memorial Scholarship Application due

17.3. February 15, 2020: Fine Arts Grant Application due

17.4. February 15, 2020: Betty Rosenberg Golden Chapter Award application due

17.5. February 25, 2020: Eleanor Bendell State Scholarship application due

17.6. March 1, 2020: Councils to choose Noel Leonard First Timer recipients

17.7. March 14, 2020: Southern District Conference

17.8. March 15, 2020: World Understanding Project Proposals deadline

17.9. March 20, 2020: State Convention Registration Deadline

17.10. April 24 – 26, 2020: California State Convention, San Jose, CA

17.11. July 13 – 16, 2020: NW/SW Regional Conference, Honolulu, HI

18. Other

18.1. Experience Sharing

Anita – Laundromat Libraries: sisters donate books, then decorated book boxes are placed in community laundromats. Children and their parents will have access to books while they wait for their laundry to be finished.

Virginia – Chapter sisters buy a new children’s book. These books are given to one of their two scholarship recipients. They want to help this teacher build up her classroom library.

Marlene – Every sister brings a new book to give to a new teacher, or to a teacher who is changing grades, or the books go to a scholarship recipient honored in May. They invite the honoree to a dinner. They put a label in each book. They give three \$2,000 grants to student teachers.

Karen and Mari shared their chapter’s Operation Help a Hero charity. There are military people returning to Camp Pendelton. The sisters put clean towels, washcloths, treats and make over 500 red white blue cards that say, “Welcome Back!” Toiletries are also included.

Diana’s chapter gives two or three \$1,000 scholarships to first year teachers. Bunco night is their big fundraiser. Up to 140 people come. They charge \$15 to get in. Cards with stickers to drop into the bags for the prizes using what is called Chinese lottery tickets. Several members want to find out more about this technique.

Rosena told us that every other year either \$500 or \$1000 is given to an applicant from her chapter’s scholarships. Their biggest fundraiser is selling nuts. Scholarships were \$700 this year and are based on need.

Sara said they have two wheels for chapter jobs. One wheel is for working teachers and the other one is for non-working teachers. She will tell us more at our next meeting.

18.2. Disaster Relief in other places

It was agreed that the Board wants to support disaster relief for those in need in other states and other countries. This will be discussed at the next meeting.

19. Closing Thought

Virginia shared an essay written by Wilfred A. Peterson entitled, “The Art of Happiness.” She told us that you can’t pursue happiness and catch it. Happiness comes upon you unawares while you are helping others. She thanked us for all the happiness we have brought her and she wished us true happiness as well.

Respectfully submitted,

Anita Brown, Secretary
California State Alpha Delta Kappa Executive Board

Duties following January Executive Board Meeting

Diana

- Check Comcast email snafu
- Email all CA sisters the Longest Day information
- Add newsletter to Communication Log
- Check how many usernames are allowed on Quicken subscription by the March EB meeting
- Synthesize what was said re: Regional Conference expenses

Sara

- Write spa night article for next newsletter

Virginia

- Check with all chapter chaplains for Omega accuracy

Marlene

- Thank you to HI Gamma
- Check on dues owed for honorary members
- Send check to Paradise Ridge Elementary
- Send \$100 check to Living Legacy fund
- Send sales table form to chapter presidents
- Contact Sustaining members about convention packet/delegates
- Letter to chapter presidents that the record is fuzzy (?)
- Check points on the credit card

Mari

- Ask Jean if it is possible to have a listed reason for each resignation
- Design a form for reporting resignations. Send to Karen for review. Form should go on the website
- Email Jean why Mari is not attending Regional Conference
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Anita

- Send thank you note to Susan Blough
- Send sample letter and Proceedings of Convention requirements to all State Officers, State Committee Chairmen, and State Convention Chairmen

Karen

- Send Virginia and Rosena the January newsletter
- Ask International why leave H-138 blank. Should require resignation or Omega be filled in when appropriate
- Let Kitty know the meeting time with Judy Ganzert is OK

- Email Marlene the E in E application from Paradise Ridge
- Virginia needs the dimensions of the Omega Room
- Email Proceedings of Convention reports to Anita
- Call Carol Roach to get PCH hard copy to Bernie Mason

All: Read Diana's draft of her letter ASAP