



California Alpha Delta Kappa
Post-Convention Executive Board Meeting
Minutes
June 28, 2020
Zoom

1. Call To Order

President Sara Cooper called the meeting to order at 10:08 a.m.

2. Introductions

Each board member introduced herself by name, chapter, place of residence, family members, and grades taught.

3. Silent Roll Call

International Representative For Convention: Anne Marie Brown (International Executive Board Member)

President	Sara Cooper, Beta Iota
Immediate Past President	Karen Kirby, Gamma Mu
President-Elect	Rosena Kruley, Beta Alpha
Vice-President for Membership	Mari Page, Gamma Mu
Treasurer	Virginia K. Riding, Gamma
Secretary	Grete Lima, Beta Iota
Historian/Sergeant-at-Arms	Susan Raffo, Beta Rho
Chaplain	Donna McCartney, Gamma Mu

4. Opening Thought

Donna read her poem titled *Virus* which related to life in the era of Covid 19.

5. Approval Of Agenda

Sara noted inconsistencies in the numbering. Corrections were made and the agenda was accepted as corrected.

6. Correspondence

6.1. Convention Thank You Notes

6.1.1. For Convention Technology And Set-up

Sara instructed Grete to send thank you notes to those who assisted in setting up technology for the convention or assisted in registration: Janet Armstrong, Diana Galvan, Karen Kirby, and Susan Raffo.

6.1.2. To International Participants

International and Regional participants will also receive thank you notes: IEB Ann Marie Brown and International President-Elect Mollie Acosta.

6.1.3. To the Convention Parliamentarian

Parliamentarian Dollie McPartlin will also receive a thank you note.

6.2. International Request For California Superintendent's Comments

IPE Mollie Acosta solicited a letter from all S/P/N Superintendents of Education. Sara directed Grete to send a letter to CA State Superintendent Tony Thurmond requesting a response to the question, "How is COVID-19 affecting your educators?" The response will be directed to Mollie and will be one of many responses to be used to create an article for the Kappan.

7. Treasurer's Report

7.1. Expense Reimbursement Forms

Treasurer Virginia Riding led a discussion on Expense Reimbursement Forms (Financial Chit Sheets) regarding which expenses incurred by Executive Board members are acceptable. It was agreed that the Executive Board should revisit the Policies and Procedures to verify what is acceptable to reimburse. Virginia reviewed a list of reimbursable expenses passed on to her from Past Treasurer Marlene Cordova.

7.2. Procedures for Reimbursement of Expenses

Expense reimbursement forms are filled out and shared at board meetings. Each board member personally reviews all the forms of all the other members. The forms are approved or denied by a vote of all board members and are submitted to the Treasurer. Reimbursement checks are either mailed or hand delivered at a board meeting.

7.3. Receipt Envelopes

Karen recommended that each board member create her own receipt envelope for saving receipts.

8. New Business

8.1. Meeting Protocol- Review of Norms to be refined

Sara presented sample norms authored by June Carpenter. IPP Karen Kirby recommended that Sara establish her own meeting norms.

8.2. Announcement of State Standing Committees

Sara will bring additions and corrections for this list to the next board meeting. There was discussion about having Diana Galvan continue as California State Webmaster even though she is no longer on the board. Janet Armstrong was the first California State Webmaster but she never served on the board. During the last biennium it was established that the IPP is the Webmaster. If Diana remains, since she is not a board member, she will need to be advised of every change required for the website. Sara indicated that both Karen and Diana were being asked to be webmasters (Karen for the board and Diana for the State.) As is required by the policies and procedures, voting took place.

MOTION: Donna McCartney made a motion to assign Barbara Ackleberry as Candidate Qualifications Chair. President-Elect Rosena Kruley seconded the motion. The motion passed.

8.3. Goals- Altruism, Excellence in Education, and World Understanding

The goal is to learn how Alpha Delta Kappa works. Committees do their work, then all members have a virtual meeting to vote on decisions to be made. Sara displayed her banner and logos and explained the significance of the two banners with different logos. The logo, using “Honor, Nurture and Support, Flourish”, will be used specifically for all Alpha Delta Kappa members and in-organization meetings because it reflects California’s independent goals. When business is conducted outside of Alpha Delta Kappa, the alternate banner stating the International mission statements of “Altruism, World Understanding, and Excellence in Education” will be used to reflect our full organization’s purpose.

8.3.1. World Understanding Committee

There was discussion about the purpose and definition of the World Understanding Committee. The deadline for chapter submission of World Understanding Projects is October 1, 2020

8.4. Leadership Training Retreat = ZOOM

8.4.1. Leadership Retreat Plans

Board members discussed plans for the ZOOM Leadership Retreat and officer training for the State Executive Board within the Retreat program. Board members also discussed the desirability of Chapter officer training in addition to what is planned at the virtual All Region Joint Conference.

8.4.2. Chapter Officers

It was agreed to use the Officer Training Manual for training purposes.

The training materials are available on the International website. There is a link to the materials on the California website.

8.4.3. Duties of Officers

International Bylaws and State Policies and Procedures will be referenced as well as the California Officer Training Manual.

8.5. Calendar Dates (From International Website to Calendar)

8.5.1. Leadership Training- Ideas

The format (full day, partial day, single or multiple day, frequency and length of sessions) and calendar were discussed for the ZOOM Executive Board Leadership Training. Zoom meetings have breakout sessions which would allow us to tighten up the training format and permit smaller, more intimate sessions as needed. The training manual on the California website will be used to clarify for ourselves the tasks set for each officer. Each Executive Board member is required to review the training manual for her specific position on the board and be ready to summarize the most important points for all. All officer positions should be reviewed by everyone for background information. Karen will provide training for the board members on how to use break out rooms in ZOOM in order to implement meetings with mentors.

8.5.2. Officers’ Calendar

Sara asked, “How do we become a group in a virtual world?”, particularly in reference to the executive board and its leadership retreats. Discussion ensued over focus on topics and chunks of time that would work for developing relationships and connections online. Sara wants to include a focus on the business of our members. Karen reminded us that the executive board is required

to have four meetings a year to focus on the business of the state. Past executive board minutes can be referenced. Traditionally, apart from the leadership retreat, these meetings were held after attending each of the four district conferences.

8.5.3. Conference Calendar

The venue for the Northern District Conference has been cancelled due to the Coronavirus pandemic. Historian Susan Raffo suggested that Peralta Council may be willing to hold a ZOOM conference with guidance from the executive board.

8.5.4. Conventions and Conferences

Dates for future regional conferences and State and International conventions were presented. Sara advised that Google calendar can sync with the International calendar.

8.5.5. Dates And Schedule For Executive Board Meetings (Zoom)

July 7 First session 10:00-12:00

Lunch 12:00- 2:00

Second session 2:00- 5:00 (4:00-5:00 social hour)

July 8 First session 10:00-12:00

Lunch 12:00- 1:00

Second session: 1:00- 4:00; (3:00-4:00 social hour)

All members must prepare for this meeting by reviewing the CA State Officer Training Manual and studying the duties of her specific position and reviewing the duties of all other offices. The focus on officer training will be carried out in this fashion: Each member will determine the most important points to highlight for the others about her position. Following that, each officer will have a break out session with her mentor(s).

9. Other

9.1. Teacher Recognition Fundraiser- Stay at Home Tea

There was a discussion about the possibility and cost of reaching out to all California sisters and the possibility of using the Stay-at-Home Tea as a fundraiser.

9.2. Thank You Notes- see 6.1.

10. Questions and Answers

Susan requested permission to look into using Shutterfly to create the CA 2020-2022 Scrapbook. Permission was granted.

11. Closing Thought

Donna's closing thought encouraged us to take the small steps required to be successful in reaching our larger goals.

12. Adjournment

Sara adjourned the meeting at 1:16 p.m.

Respectfully submitted by:

Grete Lima

California Alpha Delta Kappa State Secretary
2020-2022

