



California Alpha Delta Kappa

Executive Board Minutes-FINAL November 7-8, 2020 Zoom meeting

1. Call to Order and Norms

President Sara Cooper called the meeting to order with the official gavel at 1:07 p.m. She reviewed the norms for a virtual meeting with the Executive Board members.

2. Silent Roll Call

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 Nu

3. Review and Approval of Agenda

The agenda was accepted as presented.

4. Opening Thought: Unite to forge a path to the future. Donna McCartney, Chaplain

During these troubled times we must unite as one nation to forge a path to the future. For many, sisterhood in Alpha Delta Kappa has been placed on the back burner, causing them to lose touch with membership. Hellen Keller said, "Alone we can do so little, together we can do so much." We all must work to strengthen the bonds of our sisterhood. Alpha Delta Kappa depends on us to create a strong future for our sisterhood.

5. Approval of Executive Board Minutes for October 3-4, 2020

Grete reviewed the Executive Board Minutes for October 3-4, 2020. Hearing no objections from the Board, the minutes were accepted as presented.

6. Correspondence

Received by Treasurer Virginia Riding:

- 10.1.20 Zeta donation, \$50 to A New Day for Children
- 10.8.20 Phi donation, \$100 to A New Day for Children
- 10.8.20 Phi donation \$100 to Educators Helping Educators
- 10.9.20 Iota donation, \$10 in memory of Cliff Hopper
- 10.17.20 Alpha Nu donation, \$100 to Educators Helping Educators
- 10.21.20 Beta Theta donation, \$200 to Educators Helping Educators

Sent by Treasurer Virginia Riding:

- 9.28.20 Thank you to Pi for the \$200 donation to New Day for Children
- 9.28.20 Thank you to New Jersey Lambda for the \$300 donation to Educators Helping Educators
- 10.5.20 Thank you to Zeta for \$50 donation to New Day for Children
- 10.9.20 Thank you to Iota for the \$10 donation to New Day for Children in memory of Cliff Hopper
- 10.9.20 Thank you to Phi for \$100 donation to New Day for Children
- 10.9.20 Thank you to Phi for \$100 donation to Educators Helping Educators
- 10.14.20 Thank you to Peralta Council regarding the success of Northern District Conference
- 10.17/20 Thank you to Alpha Nu for \$100 donation to Educators Helping Educators
- 10.21.20 Thank you to Beta Theta for \$200 donation to Educators Helping Educators

Virginia received information from Marlene Cordova about A New Day for Children, California's state altruistic project, with a pre-addressed envelope and articles about on-going activities. The Board advised her to retain the envelope to use when it is time to send another donation.

7. Treasurer's Report

Bank Balances as of October 2020		
Bank Accounts		
Wells Fargo Bank	WF Checking	\$13,194.53
	WF Reserve	\$45,991.11
	WF Scholarship	\$10,914.38
	TOTAL Bank Accounts	\$70,100.02
Investment Accounts		
ADK Foundation	Noel Leonard ADK Foundatio	\$58,300.75
	TOTAL Investment Accounts	\$58,300.75
	OVERALL TOTAL	\$128,400.77
Other Important Information:		
	Balances:	Given:
CA Crisis Fund	\$4,749.25	
ADK Foundation	\$2,796.21	
New Day for Children	\$300.00	
Awarded in 2020-2021:		
Noel Leonard Scholarships		
District Mini-Scholarships		
Awarded in 2021-2022:		
Excellence in Education		
District Mini-Scholarships		
Altruistic Sales (2020-2022)		

7.1 Oral Submission and Payment of Bills

- President-Elect Rosena Kruley- \$162.28 for 19 copies of the Presidents' Council Handbook; \$39.60 to mail out 18 packets (\$2.20/packet for 18 packets). Total:\$201.88
- Vice President for membership Mari Page- \$31.06 for printing membership awards with envelopes; \$29.20 to mail out all at one time. Total: \$60.26.

For all approved reimbursements, Treasurer Virginia Riding asked that we send her a copy of the filled out reimbursement form along with a copy of the bill.

MOTION: Karen Kirby made a motion to approve paying the bills that were submitted. Susan Raffo seconded the motion. The motion passed.

Virginia reminded those officers who use the credit cards to send her the copy of the bill. Once the checks Virginia writes are received, they should be cashed immediately. Sara will send a reimbursement for a bill for Zoom that had been automatically paid.

7.2. Current Budget Status Report

The Budget Report is accurate through October 23, 2020. Virginia reported the following changes:

Income: \$450 donated to A New Day for Children; the Educators Helping Educators total is \$900; Beta Chapter turned in their dues for a total of \$350.

Expenses: \$225 to accountant; \$10 for tax prep.; Printing \$142.45; bonding for the secretary, \$100; service fee/charges for Survey Monkey, \$19.

Virginia noted that we are over budget for office equipment and postage (\$381.42)

She also noted that at the October 3-4, 2020 meeting a motion was passed regarding moving funds from one line item to another to cover the gap in funds. There was discussion over the Policies and Procedures that cover the transfer of funds from one line item to the next as needed. The Board agreed to direct Karen to clarify with Virginia, Past President Diana Galvan, and Immediate Past Treasurer Marlene Cordova whether action can be taken to transfer the funds. The Board also authorized Virginia to share as needed the current state budget

and

account statements with Marlene, who can act as an advisor to clarify questions.

7.3. Update on Signature on Checking and Banking Accounts

Discussion on Wells Fargo accounts; Marlene is still on the accounts as Past Treasurer until the transition to new signatures is completed.

Karen is on the State Convention account; Donna is still on it in for the required second signature.

8. Membership Report

Active Membership	1031
Reinstated	0
Transferred	0
Resignations	0
Omega	2
Initiated	1
Number of Chapters in California	45

Unfinished Business

9. Chapter Officer Training Dates

The Presidents' Council Handbook has been printed so Sara requested that each Board member who has not already done so create a plan to train her equivalent chapter officers (44 of them).

Sara suggested that the invitation to training include two alternate times on the same day. Sara tried 4:00 and 7:00 p.m. for her presidents' training and that worked out well. It is a good idea to have follow-up meetings as needed. Donna scheduled Wed. Nov. 18 for the chaplain training. Rosena scheduled for Nov. 19, 4:00-7:00 p.m. to train President-Elects. Mari will train membership chairmen on December 3, at 4:00 and 7:00 p.m. Grete will train secretaries also on December 3, at 4:00 and 7:00 p.m. Susan will train historians on December 7. (Virginia did her Treasurer training.) Sara and Karen are available to set up the Zoom invitations or each officer on the Board may schedule the date and time. The training sessions must be recorded and sent to Sara.

We should have a sample of the letter inviting chapter officers to the trainings, but Sara will resend a copy to everyone. All meetings so far have been less than an hour. Since many of the officers have already served in these positions before, it is a good idea to talk them about recent changes in their job descriptions and answer any questions. Sara emphasized that the importance of the training sessions is taking the time to see the officers face to face and have time to become familiar with each other. Karen believes that Zoom officer training is very powerful, and that the Board should continue to do this in the future. Sara thanked everyone for carrying out the trainings.

10. Presidents' Council Handbook Update

Rosena advised the Board members to expect their copies of the Presidents' Council Handbook on Monday, November 9 or Tuesday, November 10.

There was discussion about the value of sending the Handbook in digital versus printed format. The consensus was that it is more convenient to have a hard copy for quick

reference. The Handbook is full of key information about running a conference and other important council information.

It was resolved that Council Presidents should receive training on how to use this handbook. Karen will establish a date to train the Council Presidents. She and Rosena will do the training. At the end of the biennium, Council Presidents will pass the Handbook on to the new Council Presidents so they can refer to it until the new one is published.

Sara thanked Rosena for publishing the Presidents' Council Handbook.

11. Ratification of the Resolution for attendance at State Convention as a Pearl

Karen, with the help of Susan, wrote a resolution to be presented at the International Convention, 2021:

Proposed Resolution for consideration at the 2021 International Convention
Written by Karen Kirby, California Immediate Past State President
Submitted by California Alpha Delta Kappa State Executive Board
Approved by the State Executive Board on October 10, 2020
Contact information: adk.karen.kirby@gmail.com, 949-466-8786

Whereas, Attendance at a regional conference or an international convention is required for a pearl;

Whereas, The leadership in California has encouraged chapters to achieve seven pearl status;

Whereas, Traveling to attend the Regional Conference or the International Convention is often cost prohibitive, especially for our younger sisters with families to support;

Whereas, It is very difficult for working teachers in year-round schools or schools with early start dates to take five days off of work in the middle of a work-week when regional conferences and International conventions occur;

Whereas, Many sisters, for financial reasons, are forced to choose between attending a state convention or attending a regional conference, which occur in the same year;

Whereas, State presidents can easily inform International Headquarters of the chapters that attended a state convention in the same way state presidents inform International Headquarters of chapters that submit other required forms by the due date, thus earning a pearl; and

Whereas, State executive boards encourage sisters to attend the state convention to increase their leadership and awareness of the business of the state as an incentive to become more involved at the state level and potentially beyond; now, therefore, be it

Resolved, That the International Executive Board conduct a feasibility study of adding attendance to a state convention as an additional requirement to the current pearl criteria regarding attendance at the Regional Conference or the International Convention.

Karen and Susan composed the Resolution between Executive Board meetings. All Board members reviewed and commented on the proposed resolution. Once the final draft was sent out to all members, Karen invited us to vote electronically on October 10.

MOTION: Mari Page moved that we approve the final draft of the resolution to submit to International Executive Board that the International Executive Board conduct a feasibility study of adding to the pearl criteria attendance at a state convention as an alternative to attendance at a regional conference. Donna McCartney seconded the motion. The vote was taken electronically on Google Forms. The motion passed.

The Executive Board decided to ratify the e-vote on the resolution at today's meeting (November 7, 2020).

MOTION: Mari Page moved that the Executive Board vote to ratify the e-vote on the resolution. Virginia Riding seconded the motion. The motion passed.

New Business

12. Evaluation of Valley District Conference

Rosena and the rest of the Board thought the Valley District Conference was excellently done. One hundred per cent of the attendees liked the length of the meeting, and the attendees really enjoyed the information on birding. Forty eight members attended, which is the largest attendance ever for a Valley Conference.

Discussion ensued about the advantages of having virtual conferences: no one has to travel long distances; people are able to attend very readily, so it promotes better attendance; some people prefer Zoom conferences. There was a suggestion about Board members reading their own introductions as written by Rosena so that attendees may see each speaker as she is being introduced at the conferences.

The Board requested that Secretary Grete Lima send a congratulatory email to Wendy Hodash, Sandra Fletcher, and Brenda Mayer for jointly hosting the very successful Valley District Conference on November 7, 2020 with the theme of "Valley Meet".

13. Marina District Conference, January 23, 2020 (Saturday)

Channel Islands Council, Alpha Iota and Beta Theta are hosting the Marina District Conference. They have begun their preparations for the conference and have met with

Karen twice. Tentatively their program will consist of a speaker with a slide show from Lotus Land. A practice session is scheduled for January 16, 2021 in the afternoon due to previously scheduled council meetings in the morning.

14. Liaison Summaries

Summaries have been turned in as councils have been able to have meetings. Sara emphasized the importance of taking the time to get the council meetings done. Mari, Liaison to Marina Council, is giving support as needed for them to have their meeting on November 14, 2020.

Grete shared her Liaison report for Inland Cities Council's first meeting and asked for Board input on how to assist chapters that are wanting to combine. Discussion followed regarding similar issues with other chapters that have dwindling numbers. Mari stated she does not have the most accurate numbers on chapter members. Sara will try to get a copy of the H-138 document from International for all 44 chapters to get up-to-date numbers.

The next Liaison Report will be sent out in December.

15. I.T.E. Weekend: Virtual

Nov. 14, 2020 a webinar will be held for the International Teacher Educator Weekend (ITE). Typically this weekend is held in Kansas City, Missouri, but it will be held virtually due to the pandemic. Participants must register in advance on the International Website.

Meeting adjourned at 3:48 to be reconvened at 10:00 a.m. tomorrow. The meeting reconvened at 10:05 on Sunday, November 8, 2020.

16. Policies and Procedures

Karen encouraged the Board members to read and familiarize themselves with the policies and procedures. The changes she recommended to the Policies and Procedures were reviewed and discussed and other suggestions for change were considered. The Board agreed on the changes that are indicated below with the new language bolded and in italics:

SECTION A: ORGANIZATIONAL STRUCTURE

COUNCIL-CHAPTER ALIGNMENT

NORTHERN DISTRICT

Golden Gate Council: *remove Upsilon and Alpha Omicron chapters*

MARINA DISTRICT

Orange Coast Council: *remove Beta Zeta*

DUES FROM INITIATES

POLICY:

2. Upon initiation, submission of International form H-103 is to be completed *online*.
3. *International dues for new initiates will be prorated throughout the year. Dues for those initiated January 1 through May 31 shall be \$40.00. Dues for those initiated June 1 to December 31 shall be \$20.*

LATE DUES FEE

POLICY:

A five dollar (\$5.00) per member late fee penalty will be charged for dues *received* after January 31.

SECTION C: FINANCE/INCOME

COLLECTION OF STATE DUES FROM INITIATES

PROCEDURE:

2. Upon initiation, submission of International form H-103 is to be completed *online*.
3. *International dues for new initiates will be prorated throughout the year. Dues for those initiated January 1 through May 31 shall be \$40.00. Dues for those initiated June 1 to December 31 shall be \$20.*

SECTION D: SCHOLARSHIPS, GRANTS, AND AWARDS

CHAPTER MEMBERSHIP PLAQUE: Outstanding Positive Net Growth

PROCEDURE:

2. The award will be based on chapter membership information as of May 31 of the second year of the biennium. New members must be initiated by that date and Form H-103 *must be submitted online*.

SECTION G: STATE CONVENTION

BALLOTING COMMITTEE

PROCEDURE: *Renumber below*

2. The Balloting Committee will be composed of...
3. The chairman will attend the Pre-convention Expanded Executive Board meeting...
4. During the election, committee members monitor the balloting...
5. The chairman of the Balloting Committee will report the results...

REGISTRATION REFUNDS

PROCEDURE:

5. *Should the State Convention be canceled, all registration fees shall be refunded..*

Karen proposed that the Board hold a block vote on the changes to the Policies and

Procedures.

MOTION: Susan Raffo moved that the Board vote on the changes to the Policies and Procedures as a block (Section A: Organizational Structure-Council-Chapter Alignment, Northern District-Dues From Initiates Late Dues Fee; Section C: Finance/Income-Collection Of State Dues From Initiates; Section D: Scholarships, Grants, and Awards-Chapter Membership Plaque: Outstanding Positive Net Growth; Section G: State Convention-Balloting Committee; Registration Refunds). Rosena Kruley seconded. The motion passed.

Karen will look into the Policies and Procedures to make sure we have included provisions for “accepting by proclamation” uncontested slates of candidates for officer positions.

17. Membership Development

The Board discussed chapter membership numbers as well as chapter viability and health. Some chapters are combining or dissolving . Chapters cannot dissolve without Board intervention. The money in chapter accounts belongs to Alpha Delta Kappa. A chapter that is dissolving must give its money to a charity. There is a process to be followed and the Board must be involved.

Intervention and support from Mari, the Membership Chair, and the Board can make a difference and keep a chapter from shutting down or members from resigning. The Board discussed ways to continue to engage members and chapters:

- Invite sustaining members who have access to the internet to virtual conferences.
- Invite people who are in chapters that are dissolving to online district conferences and conventions.
- As chapters disband, assist those members who still want to be active by locating the chapter nearest to their area and requesting a transfer.
- For those who do not have a chapter nearby, review the qualifications for sustaining membership in the Membership Manual and Policies and Procedures.
- As Liaisons to Presidents’ Councils, offer to host Zoom meetings for those chapters that have not been meeting online.
- Communicate to chapters the wealth of programs available on-line, ready for them to use during meetings.
- Each Board member can personally adopt a struggling chapter as a Liaison and give them the wealth of assistance we have to offer.
- Chapters may want to consider having joint online meetings.

The Board needs to clarify in the Membership Manual what the optimal number of members is to be considered viable. Chapters that need help with membership or are in danger of folding were reviewed. Discussion followed regarding redefining the requirements for the biennial membership award to include not only sustained membership in a chapter but also chapter viability.

18. California State Convention

There was discussion on how/when to review the recommendations from the Proceedings of the 2020 Convention and when to begin the feasibility studies for the resolutions for combining districts and expanding the executive board meetings. The Board agreed to meet on Dec. 4, 2020 at 3:30, to review the officer Recommendations in the Proceedings of the Convention. Feasibility studies for the resolutions will be done at another time, before the next state convention.

19. Announcements and Other

President Sara Cooper gave the Board members these jobs to do before the January meeting:

- download the chapter officer documents,
- align them with what we do in California,
- compare the job descriptions to the recommendations that made on the officer training slides, and
- prepare the officer training workshops.

She also suggested that the Board members encourage the officers they train to invite potential members to their chapter meetings. Also, it is important to reach out to the chapter officers in the Board members' capacity as Liaisons to the Presidents' Councils.

Karen sent the Board a link to the recording of the Valley Conference that was held today.

20. Round Table Sharing

21. Closing Thoughts

We count our blessings: family, sisterhood, and surviving the travails of 2020. Maybe with time and effort we can heal our national wounds and those of our sisterhood. We are thankful for our blessings...

22. Adjournment

The meeting was adjourned at 12:14 p.m.

Submitted by:

Grete Lima
California Alpha Delta Kappa State Secretary
2020-2022