



# California Alpha Delta Kappa

## Executive Board Officer Leadership Summit

### Minutes

September 17-18, 2020

Zoom meeting

#### 1. Call to Order

President Sara Cooper called the meeting to order at 10:00 a.m. She reviewed meeting norms for a virtual meeting, and the Board shared steps for screen sharing while hosting a Zoom meeting.

#### 2. Opening Activity

Sara asked each board member to participate in an activity called Round One/Round Two. During Round One each member stated a word or a sentence that explained how each person felt on that day. During Round Two, each person explained why she felt that way. The purpose of the activity was to provide us with opportunities to support one another.

#### 3. 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 Mu

#### 4. Approval of Agenda

Sara reviewed the order of the meeting, corrections were made: addition of 9.5 Discuss the movement of money and line items; add 15.0 Experience Sharing; renumber the final two items as 16.0 and 17.0. The agenda was approved as corrected.

#### 5. Opening Thought

Donna McCartney, Chaplain, requested a moment of silence for all who have lost lives in the fires. Her theme was “California Proud”, and how we are keeping all who have lost lives and belongings in the forefront of our thoughts, how we honor teachers helping students, how we attempt to nurture teachers and our environment, how we support excellence in education and how we flourish by devoting time, energy, and resources to our purposes. Most of all, we are valued for who we are.

#### 6. Approval of Post-Convention Minutes

**MOTION: Historian Susan Raffo made the motion to approve the Post-Convention minutes. Immediate Past President Karen Kirby seconded the motion. The motion passed.**

## **7. Correspondence and Communication Log**

There was discussion about the use and purpose of the online communication log. Immediate Past President Karen Kirby explained that any communication that goes into the minutes should be logged in. Any important communication received or sent by the Executive Board should also be logged in and briefly explained.

From the time period of June 27, 2020 to July 3, 2020, the following communications were received and sent:

Regarding the California State Convention, Karen Kirby and the Board received seven emails and two note cards sending congratulations on a job well done from, Dorothy Vaio, Barbara Stanfield, Sherry Lynes, Barbara Horn, Alice Bullard, Ann McCarty, Monica Meade, the Alpha Nu sisters, and Teresa Olea.

On June 30, 2020, Secretary Grete Lima sent a letter to Superintendent Tony Thurmond asking for comments on efforts of California teachers during the pandemic. International President-Elect Mollie Acosta requested this communication.

July 2 to July 3, 2020, Grete sent thank you cards for setting up technology or assisting during the California State Convention in other ways to: Diana Galvan, Karen Kirby, and Susan Raffo. During this time frame she also mailed thank you cards to International Vice President Marie Brown and International President-Elect Mollie Acosta for attending the convention and for assisting in the installation of officers. Dollie McPartlin, who served as the convention Parliamentarian, also received a thank you note for her service.

Cards or notes with donations were sent to Treasurer Virginia Riding from July 15, 2020 to September 24, 2020 from the following people: \$300 from Barbara Horn for convention expenses and the state convention fund; a \$10 donation from Ann Rendon in memory of Jack Jones; \$200 from Becky Robbins for A New Day for Children; and \$300 from Linda Rissel for Educators Helping Educators.

## **8. Membership Report**

Mari Page, Membership Chair, analyzed the results of the 2020 Chapter Needs Assessment. She emphasized that when reporting the content of chapter programs only one of the five program areas (excellence in education, altruism, world understanding, personal enrichment and professional development) can be the focus for a program at each meeting. She stressed that staying in touch with each other must be a focus during the pandemic and can assist with recruitment of new members. For many chapters, the friendships that develop among members are a strength, and the strongest chapters have a variety of programs. Challenges for the chapters include: the aging of members, illness, meeting virtually is hard for the elderly, younger women are too

busy, and there is a need to build community within the chapter. There are 1031 members and 45 chapters in California Alpha Delta Kappa.

Alpha chapter won the state Membership Award and its name will be engraved on the Membership Recognition plaque.

**9. Treasurer’s Report**

**9.1. Current Budget Status Report**

Virginia Riding, Treasurer, presented her report, which details the amount of the money we actually have in our accounts:

<i>Bank Balances as of September 2020</i>			
<b>Bank Accounts</b>			
<b>Wells Fargo Bank</b>	WF Checking	\$12,919.53	
	WF Reserve	\$45,991.11	
	WF Scholarship	\$10,914.38	
	<b>TOTAL Bank Accounts</b>	<b>\$69,825.02</b>	
<b>Investment Accounts</b>			
<b>ADK Foundation</b>	Noel Leonard ADK Foundation	\$58,300.75	
	<b>TOTAL Investment Accounts</b>	<b>\$58,300.75</b>	
	<b>OVERALL TOTAL</b>	<b>\$128,125.77</b>	

Virginia also included other important information about awards, scholarships, and grants, and the Crisis Fund, which includes Educators Helping Educators.

<b>Other Important Information:</b>				
		<b>Balances:</b>	<b>Given:</b>	
CA Crisis Fund		\$4,449.25	\$8,400.00	Given to 28 teachers
ADK Foundation		\$2,796.21	\$300.00	Given to 1 teacher
New Day for Children		\$100.00	\$0	
			\$6,584.00	Checks given 2018-2020
<b>Awarded in 2018-2019:</b>				
Noel Leonard Scholarships	Leadership (5) Regional Conf.	\$500.00		
District Mini-Scholarships		\$1,000		
<b>Awarded in 2019-2020:</b>				
Excellence in Education		\$200.00		
District Mini-Scholarships		\$2,000.00		
<b>Altruistic Sales (2018-2020) = \$1998</b>				
			\$999	Given to New Day for Children Scholarship Account
			\$999	
<b>Past Presidents' Donation to Scholarship Account = \$800</b>				

One concern was that postage was high in the last biennium, although we did save in other areas. Money may need to be moved over to pay for postage. Karen Kirby requested that Virginia look at the old budget to find the carry over from Past Treasurer Marlene Cordova's projection. There should be carry over funds because we were unable to convene for the Southern District Conference, State Convention, and Regional Conference. Virginia will request assistance from Marlene and will report back at the next Executive Board Meeting.

## **9.2. Status of C-1 Reporting and ePostcard Filings**

Virginia reported that all ePostcard filings and C-1 reports are complete for the 2019-2020 fiscal year.

## **9.3. Report of State Convention Money**

Donna McCartney was convention treasurer for the 2020 state convention. The California State Convention Treasurer's report appears in the Proceedings of the Convention. Details of the checking account transactions were not included because they were not yet completed. The checking account will remain open. Donna wants to close her duties as convention treasurer. Karen Kirby, who is already on the checking account, will take over from Donna for now.

The balance in the convention checking account is \$1,678.00. DoubleTree Hotel in San Jose is holding \$6500 as a deposit for the State Convention in 2022. No expenses were incurred for the cancelled 2020 convention at the DoubleTree. All members received refunds for their registration, although there are two uncashed refund checks for a total of \$310. There was a \$500 donation for convention costs received after the virtual convention. The bill for the printing and mailing the convention procedures will be paid from the donated funds.

## **9.4. Submission and Payment of Bills**

This item was tabled until our next meeting on October 3.

**The meeting was recessed at 12:25.**

**The meeting was reconvened at 1:35.**

## **10. Old or Unfinished Business**

### **10.1. Goals for the 2020-2022 Biennium Restated: Honor, Nurture, Support so we Flourish**

Sara emphasized three ways to nurture members.

1. Reach All Members: Write letters to sisters when they miss meetings so they know they have been missed.
2. Maintain and Increase Membership: Try reaching out to members with texts and FaceBook pages for each chapter.
3. Collegiate Clubs: An ad hoc committee is needed to encourage the founding of new Collegiate Clubs at universities and colleges in California.

### **10.2. State Convention Survey Shared**

There were 104 attendees at our virtual State Convention. The Omega service will be put on the CA Website under either Chaplain's Corner, 2020 State Convention, or Both.

### **10.3. All Regions Virtual Conference Debriefing**

Over 1500 members attended the All Regional Virtual Conference. All webinar and Zoom sessions were recorded and are available on the International website.

## **11. New Business**

### **11.1 Google Drive Update and Usage**

Sara asked the Board members to consider using Google Drive as a common means of communicating, setting up folders from this list, and creating/sharing Documents. Her folder color is blue. Doing this allows us to easily align with and access documents from International because they also work on Google.

### **11.2. Liaison Information**

Every chapter President will receive a Liaison Report. It is important for each chapter to send their Yearbook to Sara that should contain their calendar and directory.

#### **11.2.1. Assignment Review**

All Board members have been informed of their Liaison assignments. Council Presidents and Liaisons will coordinate efforts to reach out to those chapters who don't go to district council meetings or training.

#### **11.2.2. Liaison Report and Executive Board Summary**

The Liaison Report is what Sara prepares to share with all chapter Presidents. The Liaison Summary is what the Liaison prepares to report back to the Executive Board after attending the Presidents' Council meeting. The summary will include which chapters attended the meeting as well as a summary of discussions, questions, and concerns brought up at the Council meeting. Any concerns will be brought up at the Executive Board Meeting.

### **11.3. Chapter Officer Training**

The purpose of the Chapter Officer Training is to get all officers to conform to their described duties in the contemporary version of their jobs.

#### **11.3.1. Chapter Office and Dates and Times**

Chapter Officer Training will be postponed until the Presidents' Council Handbook is completed.

#### **11.3.2. Coordinated Copy of Introduction Letter and Zoom Invitation with Response Required**

A letter was drafted by the Executive Board which will be used as an invitation to officer training. Each member of the Executive Board will train the chapter officers who hold their same officer position. The letter will be sent as an email, and will include the job description of the officer position and an invitation to officer training via a Zoom meeting with training materials attached. The invitation will allow for two alternative times and a request for a response to the invitation. Either Sara or Karen can host the Zoom meeting.

#### **11.3.3. Chapter Officer Training Materials**

Sara shared a diagram describing how to get to the training materials,

including the PowerPoints from the California website, which is linked to the International website.

#### **11.3.4. Absentee Officer Training**

The chapter officer training sessions will be recorded. The recordings will be downloaded and placed in a folder on the California website. If officers Do not attend the training, they will be advised of the availability of the training materials on the website along with any other follow up.

### **11.4. Northern District Conference**

The Northern District Conference will be held on October 3, 2020. Peralta Council is the host of the Zoom conference.

#### **11.4.1. Background Information**

President-Elect Rosena Kruley, is the liaison for Peralta Council. As part of her responsibilities as president-elect, she has worked very closely with the Peralta Council to assist them in creating their first virtual conference.

#### **11.4.2. Program**

The theme for the Conference is “Fall Reconnect”. The order of business for the Conference was reviewed and corrections were made: the membership report was added, as well as an evaluation form.

#### **11.4.3. Fraternity Education: Founders’ Day**

Rosena prepared comments to introduce each Board Member at the conference. She advised Board members of their reading parts in the Founders’ Day presentation.

#### **11.4.4. Run-through on September 26, 2020 at 1:00 p.m.**

September 26, 2020 at 1:00 p.m. is the time set for a Zoom practice session for the Northern District Conference with the Peralta Council and the Executive Board.

**MOTION: Karen Kirby moved to expend the necessary funds needed to upgrade the Executive Board Zoom account so that up to three hundred members may participate in a Zoom meeting. Rosena Kruley seconded the motion. The motion passed.**

### **11.5. Presidents’ Council Handbook Update**

The liaisons will work on collecting the missing information needed to complete the Presidents’ Council Handbook. The Presidents Council Handbook will be distributed by the end of October. Karen will proof-read it.

The Handbook will be sent to each Council President and each State Executive Board member. Chapter Presidents will be advised of Handbook availability via eBlast or newsletter.

### **11.6. Membership Goals**

Mari Page, Vice President for Membership, reported on her regional and state goals for membership. After reviewing the goals with Mari, the board members discussed their concerns and solutions.

#### **11.6.1. SMART GOALS**

Mari presented her **Specific, Measurable, Attainable, Relevant, Timely (SMART)** goals as required by the Southwest International Vice President for membership:

1. Each California Chapter will initiate at least one new member during the biennium.
2. The California Vice President for Membership will contact each Chapter President with ideas on membership training by email and explore the possibilities of using Zoom.
3. The California Vice President for Membership will contact California Chapter Membership Chairman and/or California Chapter Presidents to address California Chapter Membership concerns and retention of membership.
4. The California Vice President for Membership will work with the California Executive Board Membership Committee. Members of the California Executive Board act as State Liaisons with the regional councils. The President of each California Council will continue to be part of the Membership Committee.
5. The Vice President for Membership will help large chapters considering developing a new chapter with support and resources. California State Liaisons will encourage new chapter development at council meetings.

#### **11.6.2. California Vice President for Membership Goals 2020-2022**

Mari also presented membership goals for California:

1. Each California Chapter will initiate at least one new member each year of the biennium.
2. The California Vice President for Membership will contact each Chapter President and each Chapter Membership Chairman personally, by individual Emails, letters and telephone calls to address chapter membership concerns.
3. The California Vice President for Membership will provide by Email to each of the chapter presidents, ideas on training from the new Membership Development Manual. Ideas developed by California State, Southwest Regional and International on membership will be sent out to chapters.
4. The California Vice President for Membership will work with the California State Executive Board to continue the Membership Committee with the president of each council as a member. At council meetings the California Liaison from the State Board will meet with the Council President (either before or after council meetings) to address any concerns. The Fraternity Education section of the council meeting can use information from the new Membership Development Manual and supplemental information from the State, Region and International.
5. Each Liaison Executive Board Member will report back to the California Executive Board membership concerns. A section of the Liaison's Report from the council meetings will be devoted to address any discussion or concerns of the members on membership. The membership section of the Liaison Report will be sent to the Southwest Membership Consult appropriate.

#### **11.6.3. Concerns and Solutions**

The CA Executive Board members need to help Mari meet her state goals. Each member is a Liaison for at least one Council. The Board has an important role in membership work with Mari. Liaisons are expected to meet with Council Presidents before or after Council meetings to address



concerns. Liaisons should be sure to have time for Fraternity Education at the Council meeting. During the Council meeting, any concerns of disbanding chapters must be addressed. A section of the Liaison Summary form from the Council meetings will address discussion and concerns of membership as well as progress made in dealing with these concerns. Mari will send the information to the Regional Membership Chairman. Council Presidents need to put membership discussion on every agenda.

#### **11.7. “California Connects” Newsletters**

Guidelines were offered by Joanne Grimm. Joanne requested that newsletter submissions be in Times New Roman font, size 12. Articles should be no longer than 150 words, without text boxes. Names and email addresses go at the end of the article. Joanne and Sara Armstrong are the editors. Eight newsletters must be sent out during the biennium.

**The meeting recessed at 4:30 p.m. and will reconvene at 1:00 on Saturday, September 19, 2020.**

**The meeting reconvened at 1:15 p.m. on Saturday, September 19, 2020.**

#### **11.8 Other Items and Concerns**

##### **11.8.1 Educators Helping Educators**

No Educators Helping Educators applications have been submitted to date. Board members were encouraged to watch for possible candidates who are victims of disasters. Members must fill out the application for themselves or for people who are not members of Alpha Delta Kappa.

#### **12. California State Convention 2022**

##### **12.1 DoubleTree San Jose May 13-15**

The 2022 State Convention will be held at the DoubleTree by Hilton Hotel in San Jose. For the 2020 State Convention, then State President Karen Kirby and Convention Chairman Susan Raffo negotiated the contract with the hotel, planned the meeting rooms, and chose the menus for all the meals. This will all roll over to the 2022 State Convention.

##### **12.2 Updating the CA Policies and Procedures and Contingency for Emergencies**

The Board must review the Policy and Procedures to make sure that when the ballot for State Executive Board has only one nominee for each office, the ballot may be accepted by proclamation. Further discussion is needed before action is taken.

A new Policy and Procedure is needed in Section G, regarding Emergency Contingency Funds for the operation of the State Convention. Further discussion is needed before action is taken.

The Board discussed revising the Policy and Procedures listing the state convention district rotation because the Northern District will again host the state convention in 2022. All subsequent state conventions need to have their dates revised as well.

**MOTION: Karen Kirby moved to revise the state convention rotation to reflect that the 2022 convention will be held in the Northern District and all state conventions will sequentially follow. Virginia Riding seconded the motion. The motion passed.**

The Board discussed the status of the convention account and whether to close or keep the account open.

**MOTION: Donna McCartney moved that the State Convention checking account remain open through the 2022 State Convention. Karen Kirby seconded the motion. The motion passed.**

### **13. Calendar Discussion**

#### **13.1. October 3, 2020 Northern District Conference**

The Northern District Conference will be a Zoom meeting on October 3, 2020. It will be held from 10:00-11:15. All Executive Board members will attend and will sign in at 9:15 a.m.

#### **13.2. October 4, 2020 Executive Board Meeting will begin at 10:00 a.m.**

A State Executive Board meeting will be held after the October 4, 2020 conference from 1:00-5:00 p.m. and will continue on October 4, 2020 at 10:00 a.m. if needed.

#### **13.3. October 15, 2020 Resolution Deadline to International**

Karen Kirby would like to propose a resolution to consider that if any member attends a State Convention, her chapter would qualify for a pearl.

### **14. Announcements, Miscellaneous, Other**

#### **14.1 Next Executive Board Meeting Agenda Items**

##### **14.1.1. Proceedings of Convention Please peruse and highlight**

##### **14.1.2. Feasibility Studies of Resolutions**

Resolution 1. Combine Northern District and Valley District into one Conference.

Resolution 2. Make State Executive Board Meetings open to all members.

##### **14.1.3. PCH Distribution to Others**

The Presidents' Council Handbook will be distributed if it is ready.

##### **14.1.4. Officer Trainings Report-outs**

This item is tabled until the Presidents' Council Handbook is finished and the training can take place.

##### **14.1.5. Membership Plans**

Sara wants to discuss how the Board can help Mari on her goals beyond carrying out the Liaison work with the Presidents' Councils. The Board needs to examine what they know about using Webinars, FaceBook pages, and Instagram that can be put to work to uplift and support educators. Sara has created a FaceBook page called "California Connects Educators and Their Supporters" which posts positive comments only.

##### **14.1.6. World Understanding and Diversity Discussion Plans**

Plan to consider definitions of world understanding and how to support and implement plans for diversity.

#### **14.2. Other Thoughts, Items, Announcements, Questions, Concerns**

Karen brought up the following concerns to be addressed at the next meeting:

Moving money to cover line item expenditures; deciding where to place the cost of the upgraded Zoom account; and approving the payment of outstanding bills. Virginia will confer with Sara and Karen on the transfer of signatures for the Wells Fargo Bank accounts.

**14.2.1. Digitizing Records**

Since bylaws, minutes, and handbooks have all been digitized, Secretary Grete Lima was authorized to throw away all old hard copies of Documents.

**15.0 Closing Thought**

Donna’s closing thought was on the theme “We can make it happen.” She read a quote from Kiesha Shepard and went on to talk about behaving in ways that honor and support the environment, giving of our time to the community, supporting teachers and students, and generally helping our world flourish in whatever way we can. One person, one at a time, can do what she can.

**16.0 Adjournment to the Lamp of Alpha Delta Kappa Online Recording**

Homework: to open the recording of The Lamp of Alpha Delta Kappa posted on the California website. The meeting adjourned at 4:39 p.m.

Submitted by:

Grete Lima

California Alpha Delta Kappa State Secretary

2020-2022