



California Alpha Delta Kappa

Executive Board Minutes October 3-4, 2020 Zoom meeting

1. Call to Order

President Sara Cooper called the meeting to order at 1:02 p.m. She reviewed meeting norms for a virtual meeting.

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 Mu

3. Review and Approval of Agenda

Sections were added: 7.4. Convention Account; 7.5. Cost of Proceedings of Convention.

4. Opening Thought

Chaplain Donna McCartney opened with a theme of “Nature, there’s nothing like it!” She commented that it is important for the Board members to disconnect from their phones so they can tune into nature. Donna pointed out that President Sara Cooper’s banner makes references to nurturing the environment as well as teachers and students. Nature feeds our spirit and soul. Donna quoted Ralph Waldo Emerson’s suggestion to “...adopt the pace of nature...” because it leads to patience.

5. Approval of Executive Board Minutes for September 17-18, 2020

Donna McCartney, chaplain, requested that Section 9.3 be amended to read: The California State Convention Treasurer’s Report was included in proceedings of the convention. Details of the checking account transactions were not included because they were not yet completed. For 11.2.2. Rosena Kruley, President-Elect, clarified that the Liaisons should check with the President of the Council before reaching out to chapters that don’t attend meetings. 11.3.2 wording should change to past tense: was. 11.3.4. Change to: The host will download recordings...11.4.2. Vice President for Membership, Mari Page, asked that some lines be reworded and a bullet removed. The Board recommended that Mari’s summary of SMART goals for the region and summary of state goals be reflected in full to clarify all of her goals. 11.6.1 “R” for Relevant had been left out. It needs to be inserted in the SMART goals title.

MOTION: Virginia Riding, Treasurer, moved to approve the minutes as corrected. Mari Page seconded the motion. The minutes were approved as corrected.

6. Correspondence

The Board discussed the purpose of the Communication Log. The Communication Log was designed to record only communications that are noteworthy to the business of the Board and the organization. In the future, any correspondence addressed to President Sara Cooper and the Board should be read to the Board.

7. Treasurer’s Report

Virginia Riding presented the bank balances as of October 2020 and other important information.

<i>Bank Balances as of October 2020</i>		
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 Foundation	\$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

Normally, at face-to-face meetings, bills or reimbursement vouchers are passed around to all board members for their approval. During the pandemic the Board must meet virtually so the Board members must submit their reimbursement vouchers ~~of bills~~ orally.

President Sara Cooper submitted two items: 1) \$111.74 for gifts for those exiting the Board at the end of the 2018-2020 biennium. This expense will be paid for from the Courtesy line item. 2) \$299.80 for a year’s subscription to Zoom for State Board use. Sara covered the cost of the initial purchase. Karen Kirby and Sara Cooper are designated as hosts for the subscription.

It will be necessary to expand the definition of the office equipment line item to include the yearly Zoom subscription. More money will be needed because the Zoom account was upgraded for a maximum number of three hundred participants.

MOTION: Karen Kirby moved to transfer \$500 from Executive Board Rooms /Hotels to Office Equipment, Maintenance, and Website line item in order to pay for the Zoom account upgrade. Rosena Kruley seconded the motion. The motion passed.

Other items for reimbursement were discussed. Expenses were submitted by the Past State Secretary, Anita Brown, for postage to send a box of records/supplies for the current State Secretary, Grete Lima. Also, Membership Chairman Mari Page will need to submit postage for membership awards. Karen Kirby advised that the money for these expenses be taken out of the Executive Board Rooms/Hotels line item. Postage to mail the Proceedings of the Convention 2018-2020, must come from the Convention Budget account.

MOTION: Karen Kirby made a motion to move \$1000 from Executive Board Rooms/Hotels line item in the budget to the Postage line item to to cover postage. Donna McCartney seconded the motion. The motion passed.

7.2 Current Budget Status Report

Treasurer Virginia Riding gave an update on donations:

- Zeta donated \$50 to New Day for Children, the state altruistic project.
- Pi donated \$200 for New Day for Children.
- New Jersey Lambda donated \$300 to Educators Helping Educators

7.3 Update Signature on Checking and Savings Accounts

The intricacies and requirements for updating signatures on the checking and savings account were discussed. The name of the account has been changed from CA Alpha Delta Kappa to California Alpha Delta Kappa. Virginia's name is now on the account. Immediate Past President Karen Kirby's name is removed.

The Executive Board discussed the necessity of adding the signatures of our President and President-Elect to the California Alpha Delta Kappa account. They must be listed as principals on the account. Result of the discussion: It is the desire of the Executive Board to have President Sara Cooper and President-Elect

Rosena Kruley's names added to California Alpha Delta Kappa checking and savings account.

The documents required to update signatures are: a letter from Karen Kirby as Past President; information from Maricela Juarez, an employee of Wells Fargo Bank; a copy of the minutes from this Executive Board meeting on October 3-4, 2020 that reflect the motions to update signatures; plus two forms of identification. Also, Virginia must be available to confirm the updates.

Karen Kirby explained that Donna McCartney's name was erroneously added to the California Alpha Delta Kappa checking and savings account as a Key Executive with control of the entity. The error must be corrected by removing Donna's name from that account.

MOTION: Karen Kirby moved to have Donna McCartney removed from the California Alpha Delta Kappa checking and savings accounts. She will be removed as a Key Executive with control of the entity. Under no circumstances should Donna McCartney be removed from the CA Alpha Delta Kappa account #1462606607 until the State Executive Board decides she is no longer a principal on the account. Mari Page seconded the motion. The motion passed.

7.4. Convention Account

Karen reiterated that Donna McCartney's name must remain on the CA Alpha Delta Kappa account #1462606607, which is the State Convention account. Karen informed the Executive Board that Wells Fargo removed her name from the State Convention account. She can be reinstated if they can locate the signature card. Under no circumstances, should Donna McCartney be removed from the CA Alpha Delta Kappa account #1462606607 until the State Executive Board decides she is no longer a principal on the State Convention account.

MOTION: Susan Raffo moved to add Karen Kirby back as a signer on the CA Alpha Delta Kappa checking account #1462606607, the State Convention account. Rosena Kruley seconded the motion. The motion passed.

Because of the multiple accounts held at Wells Fargo, the bank agreed to waive the monthly fee of \$14 for the State Convention account.

Sara will choose a 2022 Convention Chair to replace Donna McCartney.

7.5. Cost of Proceedings of Convention

Karen emphasized the importance of being fiscally responsible when we send out the State Convention proceedings. The State Secretary must always search for the lowest price quote for the printing, postage, and scanning costs.

Past State Secretary Anita Brown submitted bills for a total of \$673.26. Although \$500 was donated to the Convention account toward the cost of printing, the total cost was \$89.47 more. Donna McCartney will pay \$589.47 from the State Convention account. The remaining amount, \$44.52 for postage, secretarial supplies, and \$8.75 for the flash drives, will be paid from the State Board checking account. The total amount reimbursed to Anita Brown is \$673.26.

MOTION: Rosena Kruley moved that the Board reimburse \$673.26 to Anita Brown for the Proceedings of the Convention, scanning and postage. Susan Raffo seconded the motion. The motion passed.

Additional State Convention items: Sue Ellen Benson designed the centerpieces for the 2020 Convention. She donated \$40 to cover the cost. Karen Kirby will donate \$30.52 to cover the cost of rebinding the proceedings.

8. Membership Report

Vice President of Membership, Mari Page, presented the details of our membership count and status, as well as the total number of chapters in California. The data is in agreement with International Headquarter records.

**California Membership
October 3, 2020
Northern District
Conference**

Active Membership	1031
Reinstated	0
Transferred	0
Resignations.	7
Omega	1
Initiated.	0
Number of Chapters in California	45

9. Unfinished Business

9.1. Chapter Officer Training

Chapter Officer Training will be tabled until the Presidents' Council Handbook is completed. Once Rosena posts the completed Handbook on the website we will be able to train the chapter officers.

9.2. Presidents' Council Handbook Update

President-Elect Rosena Kruley had to redo the Presidents' Council Handbook due to technical difficulties with her computer. Some Councils still have not turned in their list of officers for 2020-2021.

9.3. Google Drive Update

This item is tabled because no account has been added yet. President Sara Cooper and Secretary Grete Lima are researching training options.

9.4. Resolutions

Regarding feasibility studies for the two resolutions put forth at the 2020 State Convention:

- Resolution 1: A feasibility study regarding combining Northern District and Valley District into one District Conference as well as combining Marina and Southern Districts into one District Conference. During the discussion, it was suggested that the membership be polled regarding their feelings about combining Districts, and that an article be written for the President's Newsletter asking for feedback. As a result of this discussion: Mari suggested posting Zoom invitations to all members for each district conference on the California website: www.adkcalif.org.
- Resolution 2: A feasibility study regarding opening Executive Board meetings to all members. As a result of the discussion: Susan suggested sending a Zoom invite to committee chairmen to attend the Executive Board meetings.

Both of these resolutions can be found in the Proceedings of the 2020 State Convention, and are always up for discussion at Board meetings throughout the Biennium.

Karen presented an article from International regarding drafting a resolution. The Board reviewed the required format for writing a proper resolution.

The Board explored the possibility of submitting a resolution proposal on the topic of adding to the pearl criteria, due October 15, for consideration at the International Convention 2021. Currently, one pearl is awarded for attendance to either the regional conference or the International convention. The Board authorized Karen Kirby and Susan Raffo to write a resolution to add attendance at a state convention as a pearl requirement, as an alternative to attendance at a regional conference, both of which occur during the same year of the biennium.

The purpose of this resolution is to encourage member interest at the state level.

10. New Business

10.1 Evaluation of Northern District Conference

Rosena led a discussion on the evaluation of the virtual Northern District Conference on October 3, hosted by Peralta Council. Based on the evaluations

from the conference, attendees indicated it went exceptionally well overall. Karen did a superb job as technical director. The Board was surprised that the attendees thought one hour was sufficient for the conference. Sara got requests to have thirty minutes allotted for informal conversations among conference attendees before and after the conferences. The Board thinks this is a good idea. It was also suggested that we encourage people to have private written chat sessions during the conference.

10.2 Valley District Conference, November 7, 2020

Rosena is assisting Brenda Meyer and Sandra Fletcher and the Bakersfield Council to coordinate the Valley District Conference. The theme is “Valley Meet”. They determine the length and focus of the conference. Rosena will review the order of the meeting with them. A “run through” will be scheduled the week before the meeting. The decision was made to request a practice the morning of October 31, 2020.

The meeting recessed at 4:30 p.m. and reconvened at 10:06 a.m. on Sunday, October 4, 2020.

10.3. “CA Connect” the President’s Newsletter

Sara invited all interested members to submit artwork having to do with nature for the newsletter. She also requested that chapter presidents submit articles about chapter meetings or photos with a caption.

10.4. Liaison Summaries

Each State Board member is assigned one Liaison position or more and must attend the Presidents’ Council meetings to share the Liaison Report that Sara, as president, provides for the members. After attending each Presidents’ Council meeting, the Liaison must write a summary that will be shared with the Executive Board. Templates for the Liaison Summary document can be found on Google docs or on the California website under Executive Board Resources.

The Board discussed chapter participation at the Presidents’ Council meetings. Optimally, there should be two representatives per chapter at each council meeting although one is sufficient. The Council President must call the officers for any chapter not represented to encourage them to find someone to represent their chapters faithfully. If necessary, the Liaison will follow-up or take over as needed.

10.5 I.T.E. Weekend: Virtual

International Teacher Educator (I.T.E.) weekend will be virtual this November. International Headquarters will send Zoom invitations to all members for the event, which will be held November 14. Traditionally this event is held in person at International Headquarters in Kansas City, Missouri, giving members and I.T.E.

students an opportunity to meet and confer. All the I.T.E. students attend with their chapter sponsors or honorary “aunts”.

10.6. California State Convention Proceedings Recommendations

The Board resolved to begin previewing sections of the recommendations from the proceedings of the 2020 State Convention starting at the November 7, Executive Board meeting.

10.7 Membership News and Sheets Summary

Mari Page, Vice President for Membership, reminded us of three documents recently sent out to all chapter Presidents and Membership Chairmen from Betty Jo Evers, International Vice President for Membership. This information needs to be shared at all chapter meetings.

- There is a new prorated schedule for new members to pay their International dues upon applying for membership. There will no longer be an application fee.
- Betty Jo prepared a cornerstone message for all new members.
- A list of possible programs at chapter Zoom meetings

11. Announcements

- 11.1 Violet charms are now available for members, recognizing ten years as a member. Karen Kirby received hers.
- 11.2 Susan Raffo received a pin and award letter from International as the CA State Excellence in Education recipient. She donated the two-hundred dollar award to her chapter’s grant program for teachers.
- 11.3 Rosena is working with Bakersfield Council to set up the Valley Conference which will be held virtually on November 7, 2020.
- 11.4 Karen sent a recording of the Northern Conference to the Executive Board and Peralta Council members.

12. Other

The Board members displayed their various pins: membership-anniversary pins, Excellence in Education pin, and International logo-pins, given to newly installed state officers by the International representative.

As co-hosts of the state Zoom account, Karen and Sara clarified the dates/times when each of them will host Zoom meetings for chapters. Sheila Welt, Beta Alpha, asked for help in scheduling a Zoom-meeting for her chapter.

Membership development is an ongoing issue for the Executive Board and local chapters.

Sara invited Board members to consider walking with her in the Surf City half marathon in Huntington Beach to be held in February

- 13. Round Table Sharing-** Board members shared personal stories and words of encouragement.
- 14. Closing Thoughts**
Chaplain Donna McCartney spoke about nature. “We don’t inherit the earth from our ancestors. We borrow it from our children.” She recommended that we take action that will nurture nature as well as allow nature to nurture us.
- 15. Adjournment**
The meeting adjourned at 12:39 p.m. to the recording of “The Lamp of Alpha Delta Kappa”.

Submitted by:
Grete Lima
California Alpha Delta Kappa State Secretary
2020-2022