



## **California Alpha Delta Kappa Executive Board Meeting- In Person January 21-23, 2022**

**Friday, January 21, 2022**

### **Current Business and Reports**

#### **1. Call to Order and Norms**

Sara called the meeting to order at 2:48 p.m. Susan reminded us of the norms which include listening, sharing ideas, and keeping discussions confidential.

#### **2. Silent Roll Call**

##### Present:

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

#### **3. Opening Thought**

Donna passed the kindness rock around again. Courage is important with all the activities coming up. It takes courage to accomplish the goals of the Board and to finish the business of the biennium. Donna introduced Courage Owlet: the owlet reminds the Board that it takes courage to crack open your shell and come out into the world. During the pandemic everyone must show courage and stay strong.

#### **4. Marina District Conference Plans**

**Registration starts at 9:00,the program starts at 9:30.**

Mollie Acosta, International President will be presented after the call to order.

Mari presented the agenda for the conference:

Flag salute  
Inspiration  
Roll call  
Treasurer  
Membership  
Food served  
Speaker  
Introduction of the California Executive Board  
President Sara Cooper's message  
Kahoots Game from Gamma Mu  
Fraternity Education skit by the California Executive Board  
Raffle

4.1. Review of Program

"Treasure sale" - items will be placed on a table with a price. The proceeds will go towards Marina Council as a fundraiser. Karen organized this activity.

4.2. Review of "To Tell the Truth" Game

The Board rehearsed the skit.

**5. Approval of Agenda**

Karen: Add 26.7. Review Noel Leonard grant.

**Grete:** Add 21. World Understanding. The original 21 will become 22 and all further numbers will move forward by 1. There will be 31 items in total.

The agenda was accepted as amended.

**6. Secretary's Report**

6.1. Approval of Past Minutes

The October 1-3, 2021 minutes were approved as submitted.

The Nov. 5-7, 2021 minutes were approved as read.

The Dec. 2 "called" meeting minutes were corrected. The addenda was removed. Adjournment was assigned the number 7.

6.2. Correspondence

**Received**

October 4, 2021: Virginia received a note from California Zeta

Treasurer, Susan Blough, which included a check for a \$50.00 donation to A New Day for Children.

November 22, 2021: Virginia received a note from Marlene Cordova, California Phi Treasurer, which included two checks: \$100 for Educators Helping Educators and \$100 for A New Day for Children.

January 5: Susan Raffo advised all Board members that Marlene Cordova's husband, Jean, passed away.(Add to Communication Chart)

January 19, 2022: Grete received an email from Rosemary Heenan regarding the May 2022 State Convention. Rosemary requested that the email be presented to the Executive Board.

January 19, 2022: Grete received an email from Anita Brown regarding the May 2022 State Convention. Anita requested that the email be presented to the Executive Board.

### **Sent**

October 4, 2021: Virginia sent Susan Blough an email thanking Zeta for the \$50.00 donation to A New Day for Children.

November 22, 2021: Virginia sent Marlene Cordova an email thanking Phi for the \$100.00 donation to Educators Helping Educators and for the \$100.00 donation to A New Day for Children.

January 19, 2022: Grete responded by email to Rosemary Heenan that her email would be presented to the Board at the January 21-23, 2022 Board meeting.

January 19, 2022: Grete responded to Anita Brown by email that her email would be presented to the Board at the January 21-23, 2022 meeting.

## 7. Treasurer's Report

7.1. Balance as of February 2021: **\$172,850.45**

7.2. Accounts

### **Bank Accounts**

Wells Fargo Bank	WF Checking	\$40,233.67
	WF Reserve	\$45,996.85
	WF Scholarship	\$10,915.47
	<b>TOTAL Bank Accounts</b>	<b>\$97,145.99</b>

### **Investment Accounts**

Noel Leonard AAK Foundation	\$75,704.46
<b>TOTAL Investment Account</b>	<b>\$75,704.46</b>

**OVERALL TOTAL**                      **\$172,850.45**

Donations from chapters to any of the state altruistic funds need to be received by the State Treasurer by April 15 to be at the State Convention in May. Virginia will send a letter to chapter treasurers to alert them to this deadline. It will also be announced in the next President's newsletter.

7.3. Dues Report to Date

Sara commended both Mari and Virginia for their work on collecting dues. They both have called in to International to get correct numbers of paid/unpaid dues for 2021.

Membership numbers are going down, perhaps as an effect of the COVID-19 pandemic. Virginia estimated that approximately 850 members paid their dues.

Virginia distributed copies of the current budget to the Board members.

7.4. Submission of Bills for Circulation

Virginia passed out the forms for the Board members to submit their claims for reimbursement. All were accepted as claimed.

## **8. Membership Report**

### **Membership Report January 2022**

975 Active members

0 Reinstated

6 Transfers

19 Resignations

10 Omega

5 Initiated

We have 44 Chapters in California to date.

#### **8.1. Membership Status to Date**

There are currently 975 Active members.

#### **8.2. Chapter Status to Date**

Gamma Zeta chapter disbanded. A chapter cannot disband without meeting with someone from the State Board. Active chapters may not be aware of the specific steps and expectations to disband, so it is essential for the members of the chapter to meet with a representative of the State Board to update them on the procedures before making the decision to disband.

#### **8.3. Membership Consultant Report**

Mari sent copies of the Membership Consultant Report to the California Past President, President, and President-elect via email. Each Board member also received a copy. Mari believes her monthly memo has helped the chapters to feel more connected to the state and International levels.

Mari also gave us an example of how Georgia state rewards chapters for bringing in new members. California could emphasize these or similar ideas during the next biennium.

Mari no longer receives a quarterly analysis on new members from International so she is not sure how she will give the membership award this time.

The Board expressed appreciation for all of Mari's efforts to produce and send out her monthly reports and Cornerstone, which can be used for Fraternity Education. It is important for members to know the mission statement, purposes, and values of Alpha Delta Kappa, and they can be learned from the Cornerstone publications.

**9. Historian/Sergeant-at-Arms Report**

Susan will talk with Diana about placing notices to chapter historians on the CA website. Historians will complete an Historian's Report at the end of the biennium. Susan will provide assistance with this report. During their officer workshop, Susan challenged historians to explore the Shutterfly website by creating a biennium scrapbook for their chapter presidents.

**10. Chaplain Report**

All of Donna's energy is going into preparing the Omega ceremony for the State Convention in May. She has been communicating with her chaplains.

**Unfinished Business**

**11. Evaluation of the Marina District Conference**

Thirty six members, not including the Executive Board, attended. There were two guests besides Mollie Acosta, International President. 33 evaluations were submitted: More members made comments on the evaluation form than for any conference to date.

Although about half of the audience gave the fraternity education skit by the Board a top rating, the other half of the audience found it clever but too long. Board members expressed the opinion that the agenda for the conference was too long because it included a speaker, a game, and the fraternity education skit.

The Board response to the evaluation was to consider how to shorten the skit while still retaining the pertinent fraternity education information.

Sara commented that it is important for the Council Liaisons to put out place markers to indicate where the Executive Board members, the guest speaker, and International Executive Board guests should sit. These attendees need to sit with the members at the various tables.

**12. Ratification of the Proposed 2022-2024 Budget Online Vote**

12.1. Ratification of the Proposed 2022-2024 Budget Online Vote

**MOTION: On December 6, 2021, Karen moved that the Board approve the Proposed 2022-2024 Budget. Mari seconded the motion. The motion passed.**

**MOTION: Karen moved today, January 21, 2022, that the Board vote to ratify the online approval of the Proposed 2022-2024 Budget. Donna seconded the motion. The ratification of the Proposed 2022-2024 Budget online vote passed with full support.**

#### 12.2 Ratification of the Proposed 2022-2024 Budget Descriptions

**MOTION: On December 6, 2021, Karen moved that the Board approve the Proposed 2022-2024 Budget Descriptions. Mari seconded the motion. The motion passed.**

**MOTION: Karen moved today, January 21, 2022, that the Board vote to ratify the online vote approving the Proposed 2022-2024 Budget Descriptions. Susan seconded the motion. The ratification of the Proposed 2022-2024 Budget Descriptions online vote passed with full support.**

- 13. Feasibility Study for Resolutions Update- Extended Board Meetings Pilot Program**  
The Board continues to consider the development of a program so it will be ready for the next biennium.

Four committee members (Susan, Sara, Karen, and Grete) will meet before March. The committee will do more research on protocols that resemble those for public participation at school board meetings. For example: People must be notified of a meeting and must sign up to speak ahead of time during time frames designated as “public speaking” time.

- 14. Election Applications for 2022-2024**

The Board recognized two candidates for the 2022-2024 Executive Board. Mari Page has submitted her candidacy for Chaplain. Virginia Riding has submitted her candidacy for her second term as Treasurer.

Others can be nominated from the floor if their credentials are approved by the candidate qualifications committee. Board members must encourage members to consider being nominated from the floor.

If there is not a full slate of officers, the P&Ps and Bylaws will guide how positions on the Board will be filled.

Names were mentioned of possible candidates to invite/encourage.

**The first day of the Executive Board meeting was adjourned at 6:03 p.m., and will reconvene after the Marina District Conference, starting with 11. Unfinished Business.**

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**Sara reconvened the meeting Saturday, January 22, 2022 at 2:24 p.m. Susan congratulated the Board for honoring the norms during yesterday's meeting, and encouraged everyone to continue the "good effort".**

**15. International Chapter Bylaws Update**

Colleen Golden, State Bylaws Chairman, submitted the California bylaws to the International Bylaws Committee for certification. Next she'll prepare the chapter bylaws template for each chapter to fill out. Chapter Bylaws will then be archived and accessible on the CA Website.

**16. International Bylaws Letter**

Please see 15. **International Chapter Bylaws Update** above.

**17. Liaison Report Feedback**

The Liaisons for the Councils that have met have turned in the Liaison Summaries.

**18. Policy and Procedures Update**

The Board discussed and voted to approve the proposed updates and amendments to the Policies and Procedures.

New wording is highlighted in yellow.



## **SECTION E: ALTRUISTIC PROJECTS**

### **STATE ALTRUISTIC PROJECT: Selection Process**

#### **POLICY:**

California Alpha Delta Kappa will select a State Altruistic Project at the State Convention.

#### **PROCEDURE:**

1. The state Altruistic Project Chairman will solicit project nominations from all chapters in the state at the beginning of the second year of the biennium through articles in the president's newsletter and postings on the California website.
2. Nomination forms will be available on the website, or by contacting the altruistic project chairman. **The current project may be nominated again. A project may be the state altruistic project for a second biennium only.**

## **SECTION G: STATE CONVENTION**

### **STATE ALTRUISTIC PROJECT: Selection Process**

#### **POLICY:**

California Alpha Delta Kappa delegates to the State Convention will select a State Altruistic Project at the beginning of each biennium. (See Section E: Altruistic)

#### **PROCEDURE:**

1. The State Altruistic Project Chairman will solicit project nominations from chapters throughout the state at the beginning of the second year of the biennium through articles in the President's Newsletters and postings on the California website.
2. Nomination forms are due by November 30 in the second year of the biennium. **The current project may be nominated again. A project may be the state altruistic project for a second biennium only.**

## **SECTION B: EXECUTIVE BOARD**

### **EXECUTIVE BOARD TRAINING**

#### **POLICY:**

The newly elected State Executive Board will participate in officer training.

#### **PROCEDURE:**

5. **The cost of the training shall not exceed the budgeted amount in the Leadership**

**Development line item of the California Alpha Delta Kappa state budget.**

**6. If additional funds are needed, prior Board approval is required.**

#### **SECTION C: FINANCE / EXPENSE**

##### **STATE OFFICER LEADERSHIP TRAINING**

#### **POLICY:**

The newly elected Executive Board will attend the State Officers' Leadership Training.

#### **PROCEDURE:**

**6. The cost of the training shall not exceed the budgeted amount in the Leadership Development line item of the California Alpha Delta Kappa state budget.**

**7. If additional funds are needed, prior Board approval is required.**

#### **SECTION C: FINANCE / EXPENSE**

##### **MEMORIALS**

#### **POLICY:**

The memory of a deceased California State President or a deceased International Officer from the state will be honored through the Alpha Delta Kappa Foundation Living Legacy Fund at International Headquarters.

#### **PROCEDURE:**

- 1. A one hundred dollar (\$100.00) contribution to the Living Legacy Fund will be approved by the State Executive Board and entered into the Executive Board minutes.**
- 2. The family and the chapter of the sister honored will be notified of the contribution.**

**MOTION:** Virginia moved that Section E: State Altruistic Project: Selection Process; Section G: State Convention State Altruistic Project: Selection Process; Section B: Executive Board Executive Board Training; and Section C: Finance/Expense State Officer Leadership Training; and Section C: Finance/Expense Memorials will be approved as a block. Susan seconded. The motion passed.

## **SECTION A: ORGANIZATIONAL STRUCTURE**

### **PAST STATE PRESIDENTS' ADVISORY COUNCIL**

#### **POLICY:**

The role of the Past State Presidents' Council shall be advisory and used only at the discretion of the Executive Board.

#### **PROCEDURE:**

- 1. The Immediate Past State President is on the Past Presidents' Advisory Council upon installation as Immediate Past State President, and is the liaison between the Council and the State Executive Board.**
- 2. The Past State Presidents' Advisory Council will be composed of all past state presidents.**
- 3. The Past State Presidents will meet at the State Convention in the even year of the biennium.**

**MOTION: Section A: Organizational Structure State Presidents' Advisory Council**  
-Donna moved that we insert procedure 1 and 2, and the current procedure becomes number 3. Susan seconded the motion. The motion passed.

## **SECTION C: FINANCE / INCOME**

### **FINANCIAL ACCOUNTS**

**POLICY:** Accounts will be established for the purpose of managing the financial obligations of California Alpha Delta Kappa.

#### **PROCEDURE:**

**9. Alpha Delta Kappa Foundation – This is an investment account maintained by Alpha Delta Kappa International, Inc.**

- a. Noel Leonard Leadership Grant – This endowment by Noel Leonard shall fund grants to first-time attendees at the California State Convention and to District Council Presidents or their designees to attend Southwest Regional Conference, or other leadership training as needed.**

Karen explained to the Board that the original policy was written by the Executive Board in the mid-1990s when the account was established. They chose leadership as an area of focus because that was part of Noel Leonard's legacy, and this is a part of California Alpha Delta Kappa history which many members know.

**MOTION: Mari moved that the Board accept the wording of Section C: Finance Income Financial Accounts, 9.a. The motion was seconded by Rosena. The motion passed.**

Note that the only change to the following policy and procedure was the addition of the historical paragraph at the beginning.

## **SECTION G: STATE CONVENTION**

### **NOEL LEONARD LEADERSHIP GRANT: First-time Attendees to State Convention**

**\*This grant honors Noel Leonard, Past State President (1992-1994), and is funded by the interest generated by a \$35,000 endowment from Noel's estate. This grant recognizes Noel's belief in the importance of developing leadership skills in Alpha Delta Kappa sisters.**

**MOTION: Susan moved to accept the change to Section G: State Convention Noel Leonard Leadership Grant: State Convention. The motion was seconded by Rosena.**

New policy and procedure:

## **SECTION D: SCHOLARSHIPS, GRANTS, AND AWARDS**

### **NOEL LEONARD LEADERSHIP GRANT: Additional Leadership funding**

**\*This grant honors Noel Leonard, Past State President (1992-1994), and is funded by the interest generated by a \$35,000 endowment from Noel's estate. This grant recognizes Noel's belief in the importance of developing leadership skills in Alpha Delta Kappa sisters.**

## **POLICY:**

**The Noel Leonard Leadership Grant fund may be used for leadership opportunities besides the First-Timers at the State Convention and Council Presidents, Secretary/Treasurer, or designee, at the Regional Conference.**

## **PROCEDURE.**

1. The State Executive Board may choose additional opportunities to be funded by the Noel Leonard Leadership Grant.

**MOTION:** Susan moved that we accept the new policy and procedure **SECTION D: SCHOLARSHIPS, GRANTS, AND AWARDS NOEL LEONARD LEADERSHIP GRANT: Additional Leadership funding.** Mari seconded the motion. The motion passed.

Karen reiterated that Section D, which is new, also has the paragraph on the history of the Noel Leonard Grant. The Noel Leonard Leadership Grant may be used for leadership opportunities besides for first timers attending state convention and council presidents attending regional conferences.

## **SECTION H: REGIONAL CONFERENCE STATE BOARD PARTICIPATION**

### **POLICY:**

The State Board will officially represent California Alpha Delta Kappa at the Regional Conference in the even year of the biennium.

### **PROCEDURE:**

1. The official Executive Board members representing the state at the Regional Conference are: President, President-elect, Immediate Past President, Vice-President for Membership, and Treasurer. Funding the official Executive Board members will be listed in the California Alpha Delta Kappa state budget, and will determine how many of the Board members' expenses will be reimbursed. Funds may be moved to the Regional Conference line items at the approval of the Executive Board.

## **SECTION C: FINANCE / EXPENSE**

### **REGIONAL CONFERENCE REIMBURSEMENT: Executive Board**

#### **POLICY:**

California Alpha Delta Kappa will participate at the Southwest Regional Conference which is held in the even-numbered years.

#### **PROCEDURE:**

1. The official participants designated from the Executive Board shall be: President, President-elect, Immediate Past President, Vice-President for Membership, and Treasurer. These officers shall be reimbursed for their expenses up to the budgeted amount. Funding the official Executive Board members will be listed in the California Alpha Delta Kappa state budget, and will determine how many of the Board members' expenses will be reimbursed. Funds may be moved to the Regional Conference line items at the approval of the Executive Board.

## **SECTION H: REGIONAL CONFERENCE**

### **REGIONAL CONFERENCE REIMBURSEMENT: Executive Board**

#### **POLICY:**

Official participants at the Regional Conference from the Executive Board will be reimbursed for expenses incurred according to the following procedures.

#### **PROCEDURE:**

1. The official participants designated from the Executive Board shall be: President, President-elect, Immediate Past President, Vice-President for Membership and Treasurer. Funding the official Executive Board members will be listed in the California Alpha Delta Kappa state budget, and will determine how many of the Board members' \ expenses will be reimbursed. Funds may be moved to the Regional Conference line items at the approval of the Executive Board.

## **SECTION C: FINANCE / EXPENSE**

### **INTERNATIONAL CONVENTION REIMBURSEMENT: Executive Board**

#### **POLICY:**

California Alpha Delta Kappa will participate at International Convention which is held in the odd-numbered years. Official participants from the Board shall be reimbursed for expenses incurred according to the following procedures.

#### **PROCEDURE:**

1. The official participants designated from the Board shall be: President, President-elect, Immediate Past President, Vice-president for Membership, and Treasurer. ~~These officers~~ Funding the official Executive Board members will be listed in the California Alpha Delta Kappa state budget, and will determine how many of the Board members' \ expenses will be reimbursed. Funds may be moved to the Regional Conference line items at the approval of the Executive Board.

## **SECTION J: INTERNATIONAL CONVENTION**

### **STATE BOARD PARTICIPATION**

#### **POLICY:**

The State Board will officially represent California Alpha Delta Kappa at the International Convention in the odd year of the biennium.

#### **PROCEDURE:**

1. The official Executive Board members representing the state at the International Convention are: President, President-elect, Immediate Past President, Vice-President for Membership, and Treasurer. Funding the official Executive Board members will be listed in the California Alpha Delta Kappa state budget, and will determine how many of the Board members' expenses will be reimbursed. Funds may be moved to the Regional Conference line items at the approval of the Executive Board.

## **SECTION J: INTERNATIONAL CONVENTION**

### **INTERNATIONAL CONVENTION REIMBURSEMENT: Executive Board**

#### **POLICY:**

Official participants at the International Convention from the Executive Board will be reimbursed for expenses incurred according to the following procedures.

#### **PROCEDURE:**

1. The official participants designated from the Executive Board shall be: President, President-elect, Immediate Past President, Vice-President for Membership and Treasurer. Funding the official Executive Board members will be listed in the California Alpha Delta Kappa state budget, and will determine how many of the Board members' expenses will be reimbursed. Funds may be moved to the Regional Conference line items at the approval of the Executive Board.

STATE OFFICERS CHAIRMAN MANUAL, p. 11- President-elect duty:

7. Work with the State Executive Board to make preparations for the conference.
  1. 1 Develop a program of fraternal education to be presented by the state board at the district conference, including introductions of state board members and acknowledgement of present and past leaders.
  2. Delegate district conference responsibilities to individual board officers.
  3. Arrange for hotel accommodations for board officers. Use state board credit card for accommodations. Obtain written confirmation of reservations. Be sure hotel allows cancellations. Review hotel bill at the end of the stay to insure accurate expenditures. Submit the bill to the state treasurer.

**MOTION:** Susan moved that the Board accept the updates to the Procedures in SECTION H: REGIONAL CONFERENCE STATE BOARD PARTICIPATION ; SECTION C: FINANCE /EXPENSE REGIONAL CONFERENCE REIMBURSEMENT: Executive Board; SECTION H: REGIONAL CONFERENCE REGIONAL CONFERENCE REIMBURSEMENT: Executive Board; SECTION J: INTERNATIONAL CONVENTION STATE BOARD PARTICIPATION; SECTION C: FINANCE/EXPENSE INTERNATIONAL CONVENTION REIMBURSEMENT: Executive Board; SECTION J: INTERNATIONAL CONVENTION INTERNATIONAL CONVENTION REIMBURSEMENT: Executive Board. Mari seconded the motion. The motion passed.



An additional duty was added to the State President-Elect's job description:  
**STATE OFFICERS CHAIRMAN MANUAL, p. 11- President-elect duty:**

- 7. Work with the State Executive Board to make preparations for the conference.**
  - 4. Develop a program of fraternal education to be presented by the state board at the district conference, including introductions of state board members and acknowledgement of present and past leaders.**
  - 5. Delegate district conference responsibilities to individual board officers.**
  - 6. Arrange for hotel accommodations for board officers. Use state board credit card for accommodations. Obtain written confirmation of reservations. Be sure hotel allows cancellations. Review hotel bill at the end of the stay to insure accurate expenditures. Submit the bill to the state treasurer.**

**19. The Longest Day**

There will be a webinar Thursday, February 3, 2022 for the Longest Day campaign. California was invited because it was among the top 10 contributors. Chapters in California are beginning to sign up on the California Cares team that Karen is leading, which is part of the Alpha Delta Kappa Global team. The window for making contributions is now to June 21, 2022. Chapter Presidents have been informed about how to sign up.

**20. Southern District Conference Plans**

The Inland Cities Council will meet on January 29, 2022 at 9:30 a.m. with Rosena and Karen to make the decision about whether to go virtual for the Southern District Conference.

**21. World Understanding**

**Timeline and contributions; Beta Iota Book group**

Grete discussed the new timeline of the funding campaign for new International World Understanding Projects with the Board. Our organization is in a time of transition from the prior timeline to the current one, so there seems to be much confusion about the window for gathering contributions and when the funds will be turned over to project C.H.E.A.R.

The new timeline asks that the chapters work on fundraising from July, 2021 when C.H.E.A.R. was announced as the new project up to May 1, 2022. At that time funds will be gathered up to be awarded to C.H.E.A.R. at the July Northeast Regional Conference, because the co-authors of the project are from that region. It will still be possible to

contribute and distribute funds through June, 2023 as long as the contribution checks indicate in the memo "Project C.H.E.A.R."

Grete requested assistance from her fellow Board members to spread the word about Project C.H.E.A.R. in their councils and chapters. Cam Johnston, one of the project co-authors, is working on a slide show that presents the project to our members. It is hoped that the slide show can be sent out to all chapters to be presented at a chapter meeting.

The Board members requested that Grete send them a write up of the important points for them to bring up regarding project C.H.E.A.R. and the details of the fundraising campaign so that the information provided to councils and chapters will be uniform and correct. Grete promised to forward that information to them. She also urged that any chapter that already has a line item in the budget to donate money to the World Understanding Project be encouraged to send that money as soon as possible to the Alpha Delta Foundation with Project C.H.E.A.R. in the memo.

Grete also invited the Board members to join California Beta Iota chapter in a World Understanding Book Group, to be held as a Zoom meeting, date to be decided. Their Eyes Were Watching God by Zora Neale Hurston is the book to be discussed.

## **22. TREASURER**

The Treasurer report and an update on all the State accounts were covered at the Marina Conference and during the Board meeting on Friday.

## **23. Review and Payment of Bills**

### **23.1. Executive Board Reimbursements**

The Executive Board members turned in their bills for travel to be compensated. The Board members reviewed the individual bills. All claims were accepted.

**Motion: Donna moved that we accept all the bills that were submitted. Susan seconded the motion. The motion passed.**

### **23.2. Educators Helping Educators Application**

Sisters who know of any educator who needs assistance due to a disaster emergency may help them apply.

23.3. Foundation or State Disaster Relief

This money is available for disaster relief to Alpha Delta Kappa members only.

**Continuing and New Business.**

**24. Proceedings Reports**

Grete will send out the templates so that committee chairs and officers can prepare their report which will be published in the Proceedings of the Convention.

24.1. Samples will be sent by March 14, 2022

Grete will send out the sample templates at least two months prior to the convention (which would be March 14, 2022). The reports are due one month prior to the convention (April 14, 2022) for the standing committee chairs, and one month after the convention (June 14, 2022) for the state convention chair and State Board members.

24.2. The reports will be due back by March 31 (up to perhaps two weeks after the convention). State officers and the state convention chairman may not be able to turn in their reports early because they may need to include recommendations that result from the convention proceedings.

Grete will refer to the Proceedings of the Convention to be reminded of which officers make a report at the convention.

**25. Current and Future California Membership Tracking**

Mari already covered the following points earlier (See 8. above). No further discussion was required.

25.1. Chapter Updates

25.2. Membership and Dues vs. Dues and Membership

25.3. Common Chart

This item was no longer required.

**The January 22, 2022 Saturday meeting adjourned at 5:55 p.m. and was scheduled to resume on Sunday at 8:30 a.m.**

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**The January 23, 2022 Sunday meeting resumed at 8:45 a.m.**

**26. Remainder of 2020-2022 Biennium- Treasurer's Allocations**

This item no longer applies. No discussion is necessary.

Sara asked the Board how it might honor the membership. There was consensus that "Save the Date" postcards would be sent out from the State Board to remind the sisters about the State Convention.

Currently there is \$1300 in the convention account. Fidelis Iota had donated the sum of \$132 to mail out postcards to the membership. If Fidelis Iota approves, their contribution could be used to mail the "Save the date" cards. Also, this question of how to pay for the mailing can be referred to the convention committee. Action on this matter is still to be determined.

The Board considered meeting at the Hampton Inn in Cypress for both the Southern District Conference (Mar. 11-12-13) and the State Convention (May 13-14-15) if these meetings are held virtually.

Sara has the script for the convention. Three readers must be chosen to assist in note taking during the convention.

**27. End of Biennium Goals and Plans: Potential Member Scholarships to State Convention**

See below. (If the State Convention is held virtually there will be no scholarships to the State Convention.)

**28. California State Convention Update**

The Convention Committee (Rosemary Heenan, Anita Brown, and Sara Cooper) met with an event coordinator at the DoubleTree Inn by Hilton in San Jose. The contract that Karen signed is still in place. Kathy is the new event coordinator. 50 rooms must be sold to meet the quota of 100 attendees. Plans have been made and decorations have been prepared.

San Diego sisters do not plan to attend because teachers will still be teaching and many are uneasy about attending due to COVID 19.

The Board considered the penalties for canceling the Convention. The minimum would be \$6500, which is what we have deposited. The hotel has scales for cancelling depending on the date of cancellation.

During discussion the Board considered the poor attendance at the Marina District Conference, indications that many sisters are uneasy about attending a convention during the pandemic at this point in time, and multiple possible options regarding negotiations with the hotel.

Two letters were read from Rosemary Heenan and Anita Brown, members of the Convention Committee. Both Rosemary and Anita specified their reasons for requesting that the convention in May be changed to a virtual convention. Between the two of them the reasons for going to a virtual convention included:

- At this time COVID-19 cases are still high.
- Many sisters have voiced discomfort about attending an in-person convention.
- It is not possible to adjust the minimum number of sleeping rooms or the menu options according to the needs of California Alpha Delta Kappa.
- The dates set aside for the convention are set for a time when schools are doing testing and end of year report cards, so educators will be reluctant to travel.
- The cost of registration, airline travel or gasoline expenses, meals, and rooms could be prohibitive to some of our sisters.
- Prices set by the DoubleTree Inn by Hilton are extremely high and for the above reasons, it would be difficult to guarantee the total number of required rooms.

A motion was made.

**Motion: Karen moved that the 2022 Convention be changed from an in person convention in San Jose to a virtual convention. Donna seconded the motion. The motion passed.**

The Board directed the Convention Team to investigate what the course of action should be so as not to lose the deposit at the DoubleTree Inn.

Sara explained that although her first choice would be to have an in person convention, a virtual convention will feasibly allow more people to participate because there is no need to travel far, and there will be no expense. One of her goals this biennium is inclusivity, so a virtual convention can possibly foster inclusivity.

Along with carrying out the business of the convention, Sara's vision for the convention is to allow time for people to interact and participate. She will promote activities that can

create opportunities for that such as having “watch parties” where small groups of Alpha Delta Kappa sisters and their friends “attend the convention” together online. Breakout rooms online can also lead to more interaction and meeting new people.

The Board considered ways to carry out an altruistic project during the virtual convention and to honor working educators.

#### 28.1. Convention Packet

There will be no cost for the attendees of the virtual convention.

Sara will mail out a new packet for the virtual convention.

There are no new bylaws or resolutions for this convention.

A goal for the next biennium is to research the parameters of the Noel Leonard award to decide how it will be dispersed.

#### 28.2. Balloting and Delegates

There will be no need to have an election if there is not more than one candidate for each position. In that case, the candidates are elected by acclamation.

The delegates at the convention will vote for one of the following Altruistic Projects: George Mark Children’s House; Give Back Pack; Knots of Love; the Wildlands Conservancy.

Each chapter gets one delegate for every ten people. Virginia keeps the records on how many members there are in each chapter.

#### 28.3. International Chapter Representative

Betty Jo Evers has been named as the International Chapter Representative who will attend the State Convention and who will install the new officers.

#### 28.4. Candidates for Office, 2022-2024

As of January 29, 2022 there are two candidates running for Board positions. Mari Page, currently the Vice President for Membership, is running for chaplain, and Virginia Riding is running for her second biennium as Treasurer. Candidates are still needed for Membership, Historian/Sergeant-at-arms, Secretary, and President-Elect.

28.5. California Altruistic Project Nominations

There are four nominations for State Altruistic Project:

George Mark Children's House; Give Back Pack; Knots of Love; the Wildlands Conservancy.

28.6. Resolutions

The only resolution at the May 14 virtual State Convention will be the closing resolution.

The response to the Resolutions for the 2020 State Convention will be announced in a newsletter.

**29. Regional Conference Updates**

29.1. Sales at Regional Conference

The California State Board has reserved a table for sales at the conference in Hawaii.

29.2. Southwest Regional Distinguished Program Award

California Beta Iota was named second runner-up in the Southwest Region for its program with Suzy's Zoo artist, Suzy Spafford.

29.3. Attendees

Attendees representing the new State Board at the 2022 Regional Conference are to be decided at a later date.

Susan will present training for secretaries; Donna and Lynne Severan will attend. (These people could work the sales table on Friday at 3:00 p.m.)

29.4. Arrival/Departure

It is still too early to know arrival and departure times.

29.5. California Sales

Rosena will assign people to work the sales table.

29.6. California Table for World Gathering

Susan, Donna, Rosena, Lynne, and perhaps Sara will work at the table display for the World Gathering celebration. Part of the March meeting agenda will be dedicated to how to decorate the table and what materials to take.

#### 29.7. California Gathering of California Sisters

This remains to be decided. It may be best to set up the California gathering as people arrive in Hawaii.

### 30. **Questions, Comments, Announcements and Other**

Karen reminded the Board in their capacity as Liaisons to the Councils, that the chapter presidents need to nominate “First Timers” to the State Convention in order to choose those members who will receive the Noel Leonard scholarship for “First Timers”.

By March Virginia needs to know the total amount that chapters have donated to A New Day for Children so that the total may be reported at the State Convention.

The Golden Chapter Award is given to one chapter out of all that apply. Chapters must submit an application that shows the outstanding things they have accomplished this biennium. Applications must be submitted by February 15 to Sara Cooper, State President. The President selects the chapter that is to receive the award. The Betty Rosenberg Golden chapter award includes the following areas of excellence: membership growth; turning in reports promptly ; sending chapter minutes to the President; attendance at meetings: councils, dist conferences , State Convention, regional conference, International Convention; Fraternity Education at meetings; 30 maximum altruistic projects; scholarship awards received by members.

Alpha Lambda currently has the Golden Chapter Award plaque . Susan will see the Lambda sisters soon and will get the plaque from them. The Board has to get the plaque engraved with the name of the new Golden Chapter to be awarded at the May 14 State Convention.

The Southwest Sister Chat will be held on March 12 and May 17 at 4:00 p.m. PST.

It was suggested that the manual needs to include the Past President’s Liaison duties. They need to be added.

The California State Scholarship can be applied to studies for a degree. It also can be something that enriches the applicant's classroom instruction. The California State Scholarship Award application is due March 1. The award is for \$2000.

Grete introduced the candidate for Excellence in Education Award at the state level: Linda Moffatt, of California Beta Iota, Yucaipa School District.



Sara thanked the Board for the decision to meet in person as a Board only, for the virtual State Convention.

**31. Closing Thoughts-Donna McCartney**

We took courage and acted together to consider the needs of our members.

We are California proud.

**32. Adjournment-** Sara adjourned the meeting at 11:18 a.m.

Submitted by:

Grete Lima

CA State Secretary

2020-2022