



# California Alpha Delta Kappa

## Executive Board Minutes-Final August 9-12, 2021 Leadership Retreat

### 1. Call to Order and Meeting Norms

President Sara Cooper called the meeting to order at 9:27 a.m. on August 10. After discussing the meeting norms, Susan Raffo added the Alpha Delta Kappa motto, “All for one and one for all” as a heading to the norms and reviewed the norms with the 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. Practice of the Board’s Skit of “To Tell the Truth” for Fraternity Education at All Four District Conferences

Rosena led the Board in two, twenty minute practices of the skit on fraternity education which will be performed first at the Northern District Conference. The Board agreed on some revisions and decided that it was necessary to create two versions of the skit: one for virtual meetings and one for in person meetings. The virtual meeting adaptation was created and perfected on the spot. The in person version will be created at a later date.

In order to prepare for the virtual Northern District Conference on October 2, the Board will meet virtually on September 25, 2021, at 10:00 a.m. for a “dress rehearsal” of the conference and the virtual version of the skit. A brief meeting will follow the practice.

**4. Banking Issues- Karen**

Karen explained the difficulties some chapters are having upon changing signatures on their accounts or opening new accounts. In particular, California Alpha Beta is currently having difficulty.

All chapters are now designated as 501 (c) 3 nonprofit organizations. All chapters have aligned their bylaws with the International bylaws as required by the Internal Revenue Service. If chapters take their EIN number, two sets of minutes, and a copy of their bylaws to their bank, that should be sufficient documentation for bank requirements when making changes to chapter accounts.

Karen is assisting chapters that are using the Treasurer's Corner advice on the state website and are still having problems dealing with the banks. Karen and Virginia are updating the information in the Treasurer's Corner. Susan has copies of the current chapter bylaws on her computer (aligned and approved 2019), and can help chapters who need to present their bylaws to the bank. Chapters can also access their bylaws on the CA website; Bylaws link. For now Susan will forward to Karen the California Beta Alpha bylaws so they may take a copy to the bank and settle their issues.

**5. Reimbursement Vouchers for the Retreat-Virginia**

Virginia reviewed descriptions of what is acceptable to apply for reimbursement. Reimbursement claims were turned over to Virginia. The Board approved the claims.

The Board was reminded that action needed to be taken to include the World Understanding Committee in the state budget. It is the only committee that does not have a line item in the budget for allowed expenditures incurred by the committee chairperson.

**6. President Council Handbook- Rosena**

Rosena presented copies of the corrections on page 32 to the Board. The corrections have also been updated in the online version of the handbook which can be accessed on the state website.

The meeting adjourned at 4:33 on August 10, 2021.

The meeting reconvened at 9:00 a.m. on August 11, 2021.

## 7. **Treasurer: Alpha Delta Kappa of California Bank Accounts and Credit Card Administration- Virginia**

### 7.1. Wells Fargo Accounts

Karen Kirby, Past State President; Sara Cooper, State President; Rosena Kruley, President-Elect; and Virginia Riding, State Treasurer, met on August 9, 2021 with Wells Fargo Bank agent, Ian Currier. Mr. Currier requested clarification on the four accounts under Alpha Delta Kappa of California, to include bank number and “name”. The clarifications are found below::

-6607 is the Convention account:	\$1,363.80 total
-4361 is the State checking account:	\$34,730.81 total
-5582 is the Scholarship savings account:	\$10,915.38 total
-5590 is the required Reserve account:	\$45,995.31 total

Signatures on the accounts were updated. All past officers, except Past State Treasurer Marlene Cordova, were removed, and the new officer names were added: Sara Cooper (State President), Virginia Riding (State Treasurer), and Rosena Kruley (State President-Elect) Policies and procedures will be reviewed to be sure that the signatories on all accounts are identified.

Past State Treasurer Marlene Cordova is the current administrator of the Alpha Delta Kappa of California credit card and will authorize a credit card with a \$4,000 limit each to be given to Virginia Riding and Rosena Kruley. Marlene will then authorize Virginia to become administrator at which point Marlene will remove herself as administrator and will cancel her credit card. Virginia will send Wells Fargo (care of agent Ian Currier at [ian.j.currier@wellsfargo.com](mailto:ian.j.currier@wellsfargo.com)) and Sara Cooper a copy of the form authorizing her (Virginia Riding) to be the accounts administrator. Karen will cancel her credit card after Virginia becomes administrator. The policies and procedures related to the credit card will be reviewed and updated based upon current practice.

### 7.2. 6607- State Convention account

The State Convention account is totally separate from the regular state accounts. The Board recommends that the California State Convention account be established in a financial institution separate from the Wells Fargo Alpha Delta Kappa of California account and that it be an account that avoids banking fees and that Wells Fargo California Alpha Delta Kappa is the beneficiary listed on the account. As is true for each biennium, the State Convention Account must also

have two signatures: that of the State President, and the State Convention Treasurer.

Sara proposed that Bonnie Farris, California Beta Iota, be named the Treasurer for California Alpha Delta Kappa State Convention 2022, and that her name be added to the -6607 State Convention Account. The Board approved Bonnie Farris as Treasurer for the California Alpha Delta Kappa State Convention 2022. Sara Cooper will also be added as signatory to the -6607 State Convention account at Wells Fargo.

**8. World Understanding Budget Item**

The chairmen of standing committees are authorized in the Policies and Procedures for some expenses. However, in the budget line items, the World Understanding Committee Chair is not listed for any expenses. Therefore, the World Understanding Committee Chairman will be added to the budget line items for the amount of \$60.

**Motion: Karen moved that the World Understanding Chairman shall be allowed expenses of \$60 per year . Mari seconded the motion. The motion was approved.**

**9. Candidate Qualification Chairman**

Barbara Ackelberry, Gamma Mu, has served as Qualification Chairman, but resigned because she moved out of state. A replacement for the chairman position was needed.

**Motion: Karen moved that Alice Bullard be appointed Candidate Qualifications Committee Chairman. The motion was seconded by Virginia Riding. The motion passed.**

**10. State Convention- Susan and Karen**

Susan Raffo informed the Board of the rooms to be used for the 2022 State Convention in San Jose at the Doubletree Hilton. Only the rooms on the lower floor will be used. She described the facilities available for meals and the flow of activities and use of rooms for the convention. Great care had been taken to analyze the flow of foot traffic and prime locations registration and reception areas. It is important to negotiate with the hotel for spaces that transition easily from one meeting or use to another.

Susan emphasized how important it is to keep payment for attendees rooms separate from the other expenses of the convention. Attendees must be encouraged to reserve their room in the block of rooms assigned to Alpha Delta Kappa. If members can get Hilton points, they can help by reserving in the block of rooms and going back later to ask Hilton for

the points. Each night is considered to be a separate block of rooms. Every night, each person in the room has to pay for his/her night.

Susan and Karen shared the schedule for the convention that they created. They also made recommendations that will facilitate the activities of the convention:

- Have a signup for the banquet with the two Presidents signed up ahead of time to provide seating for family and friends.
- Have sign up sheets for the hosting council so that each chapter can sign up for assistance needed. Have a door prize for the first person to register; provide honorary gifts for those sisters celebrating special anniversaries of membership., Donations are recommended. Provide a gift basket for the person who is hosting the International representative.
- The State Secretary needs to have two readers who are assigned to read the convention proceedings for the Secretary and take notes on the script as a backup. It would be helpful if one of the readers is a candidate for Secretary.
- Be sure to include in the registration form a statement about refunds and returning of fees if the convention is canceled.
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The meeting recessed at 12:33 and reconvened at 1:49.

#### **11. Paying Bills**

Virginia received a bill for \$2,364 from Peninsula Conflict Resolution Center for leadership development.

**Motion: Susan moved that we pay the bill of \$2,364 to Peninsula Conflict Resolution Center for leadership development. Rosena seconded the motion. The motion was approved**

**Motion: Virginia moved to pay the Board members for their bills on the retreat. Rosena seconded. The motion passed.**

#### **12. Candidates for State Office 2020-2022**

Applications for state offices are due Nov. 30, 2021. The deadline to hand in applications for state officer will be included in the Eblast about the deadlines for grants, scholarships, and applications for Altruistic State Project.

**13. Altruistic Committee-Donna**

Applications for the State Altruistic Project are due by October 1. A rubric must be completed by the committee members and returned to the chairperson by November 1. The chairperson turns in the final recommendations of the Altruistic Committee to the State President by November 15, so the report can be included in the State Convention packet.

**14. Chapter Needs Assessment-Mari**

Mari reported that there are 22 new members from across California and that 562 of our members are working educators, which is half of our membership. She also presented a troubleshooting sheet with an analysis of issues chapters are having. International requested information about why members are leaving through the Chapter Needs Assessment.

Chapter issues Mari discussed with the Board:

- One fourth of the chapters in our state are struggling. Eleven of our chapters haven't initiated anyone recently.
- Ten chapters, even large ones, are having trouble obtaining officers.
- Seven do not consistently have programs during chapter meetings.
- Two chapters had no meetings during the pandemic: one has active teachers who do not want to meet; one is mostly a lunch club, although they do have fundraisers.

Mari emphasized that the Board needs to create some strategies to pass on to chapters and Councils, such as to create a state membership initiative that chapters sign up for as Arizona did; to recommend that the membership chair(s) send out personal, handwritten notes to new teachers regarding meetings; invite working teachers to potluck meetings and have potluck meetings at school.

Other ideas discussed by the Board included going back to the Founders' strategy of visiting district Superintendents to publicize Alpha Delta Kappa and encouraging chapters to give grants to teachers and principals; start new chapters; ask new members to join with a friend; invite teachers from private schools as well; find colleges where it would be possible to start Collegiate Clubs; ask each working teacher to bring a friend; retirees can spread the word to the Superintendents and school sites that we are an organization that has grants for classroom teachers (some councils have grants that all chapters donate to).

The Board wanted to ensure that Chapter Needs Assessment information be shared at the Council level. Mari offered to write a letter to the chapters about the Board's

conversation regarding the membership needs assessment. The Board can also send a summary letter to the chapters and invite local officers to meetings regarding local action plans.

**15. The Longest Day - Karen**

California Cares team donated a total of \$20,292 to The Longest Day fundraising campaign for the Alzheimer's Association.

The state of California finished in third place after Georgia and South Carolina. Two of our chapters, Gamma Mu and Beta Eta, were in the top ten contributors. Also, another California member, Dorean Barnes, Beta Rho, finished in 11th place.

Karen has volunteered to coordinate the California Cares effort next year. Susan Pelchat announced that Alpha Delta Kappa total donations amounted to \$216,475.10.

**16. Policy and Procedure for Acclamation of State Officers- Karen**

This policy can be found in Section G. State Convention, Election of State Officers and has already been approved by the Board.

**17. Update of the Omega list- Donna**

Donna presented the list of sisters who have joined Omega during the 2020-2022 biennium. The list was approved. She reminded the Board to ask chapters to report to her when sisters' names must be added to the Omega list.

**18. Northern District Conference- Rosena**

Rosena presented an update on the meeting to prepare for the Northern District Conference. The Board members will attend a ZOOM practice on Saturday, September 25, 2021. Rosena emphasized that the Board members must practice their roles and make their acting animated. After the practice the Board will meet briefly to attend to any necessary business.

Sierra and Delta Councils will co-host the conference.. The virtual conference will take place on October 2, 2021 at 10:00 a.m. The Board members must sign in to the ZOOM meeting early at 9:15.

A regular Board meeting will be held beginning October 1, before the Northern District Conference, and will continue after the conference on October 2 and October 3 as needed.

The August 11th segment of the Leadership Retreat meeting adjourned at 4:05 p.m.

The August 12th segment of the Leadership Retreat meeting convened at 9:46 a.m.

**19. Norms**

Susan reviewed the norms to be followed during the meeting.

**20. Reminders-Sara**

In preparation for the Northern District Conference, the Board members need to practice their roles in the “To Tell the Truth” skit. During the conference, Karen will rename each Board member on screen with their “stage names”.

**21. Sales at the Regional Conference**

The Board plans to sell badges at the 2022 Regional Conference in Hawaii.. Other options for sales items were discussed. Sales tables can be shared with other states and CA chapters who wish to sell at the Regional Conference. If it does not seem possible to proceed with the sale of badges, the rent of the table can be canceled.

**12. Protocol for COVID-19 Vaccination Verification for the 2022 State Convention and Upcoming District Conferences**

The Board recommends the following:

Upon registration for the State Convention, attendees must declare whether they have been fully vaccinated. The registration form for State Convention would also specify that proof of vaccination would be required upon checking in at the door. Non-vaccinated members may not attend. Temperatures will be checked at the door. The Board plans to find a virtual means for non-vaccinated people to attend.

The Board recommends the same protocol for the District Conferences. The Board recommends that non-vaccinated people stay home from conferences, conventions and other meetings. Board members may stay home for in person meetings that will allow non-vaccinated people.

**23. Timeline for deadlines for candidates for officers**

Past State Committee Chairmen may serve as mentors to current committee chairs. Lists of duties from the job descriptions are sent to chair persons every biennium. Sara can make sure that current chairs are well-advised by former chairs and that their questions are answered.



Karen will add the following statement to each committee chairman job description in the Manual: “Be prepared to mentor the next biennium’s chairmen regarding their duties.”

**24. Corrections for the May 25/June 11 2021 Board Meeting Minutes- Grete**

Karen requested that her name be added as a contributor to the script writing and as a Board member going to the bank on the first day of the Leadership Retreat.

**25. Contracts for 2020 and 2022 State Convention- Karen, Susan, and Donna**

Susan, Donna, and Karen clarified the budget paper trail, re: preparations for the 2020 State Convention, which was cancelled due to the pandemic.

If contracts for the hotel are re-negotiated, be sure they are all inclusive. Don’t let the hotel add on any more taxes or fees. Be aware of hidden taxes and fees, food and beverage costs, city taxes, etc. Be careful that the taxes and fees are not part of the taxed portion of the bill.

Karen held 10% out of full payment in 2020 in order to review all charges before paying the final amount. The hotel may expect all the money at once, before anyone has been able to review all of the charges.

The Board recommends that all paperwork for each State Convention continue to be held from one biennium to the next for the future Board to refer to when planning for the following State Convention.

Initial contracts are basically a promissory statement that guarantees the rooms with a deposit to secure a given date and to guarantee space; then the hotel may require further deposits over time with a schedule of payments.

**24. Closing thoughts- Donna**

We are here in person for the first time. We are creating a Board family and have dedicated our time to rejuvenating and relaxing and regrouping. We are moving forward as a Board.

The Leadership Retreat Board meeting was adjourned at 11:00 a.m., August 12, 2021.

Submitted by:

Grete Lima

California State Secretary 2020-2022