



# California Alpha Delta Kappa

## Executive Board Minutes-FINAL January 23-24, 2021 Zoom meeting

### 1. Call to Order and Norms

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

### 2. Silent Roll Call

President	Sara Cooper, Beta Iota
Immediate Past President	Karen Kirby, Gamma Mu
President-Elect	Rosena Kruley, Beta Alpha
Vice-President for Membership	Mari Page, Gamma Mu
Treasurer	Virginia K. Riding, Gamma
Secretary	Grete Lima, Beta Iota
Historian/Sergeant-at-Arms	Susan Raffo, Beta Rho
Chaplain	Donna McCartney, Gamma Nu

### 3. Review and Approval of Agenda

Susan Raffo requested a new item on the agenda regarding Policies and Procedures. The new item, indicated with italics was: *20.4. Executive Board Policies and Procedures for the Liaison Report and the Newsletter*. The agenda was accepted as revised.

### 4. Opening Thought: “New Beginnings” Donna McCartney, Chaplain

We must recognize that there is growth on the other side of a new beginning. We must take lessons learned and turn them into accomplishments. We must make decisions that will help our teachers flourish in the new year.

### 5. Approval of Executive Board Minutes for November 7-8, 2020

Grete noted that the date for the Executive Board meeting must change from November 7 to November 7-8, 2020.

There was an addition to the minutes indicated in italics for 7.1.- ... Sara will send a reimbursement for a bill *for Zoom* that had been previously paid. The minutes were approved as revised.

**6. Correspondence**

**Received by Treasurer Virginia Riding:**

- 12.26.20 CA Beta Alpha donation, \$200 note/check for Educators Helping Educators
- 1.7.21 CA Alpha Rho, \$100 check for Educators Helping Educators

**Sent by Secretary Grete Lima:**

- 10.24.20 Thank you/congratulations from the Executive Board to Judith Garcia  
for a job well done at Northern District Conference
- 11.19.20 Thank you/congratulations from the Executive Board to Sandra Fletcher for a job well done at Valley District Conference

**Sent by Treasurer Virginia Riding**

12.26.20 Thank you to CA Beta Alpha for the \$200 donation to Educators Helping Educators

1.7.21 Thank you to CA Alpha Rho for the \$100 donation to Educators Helping Educators

**7. Treasurer's Report**

<b>Bank Balances as of January, 2021</b>			
<b>Bank Accounts</b>			
<b>Wells Fargo Bank</b>	<b>WF Checking</b>	\$35,179.54	
	<b>WF Reserve</b>	\$45,992.64	
	<b>WF Scholarship</b>	\$10,914.74	
	<b>TOTAL Bank Accounts</b>	<b>\$92,086.92</b>	
<b>Investment Accounts</b>			
<b>ADK Foundation</b>	<b>Noel Leonard ADK Foundation</b>	\$65,601.74	
	<b>TOTAL Investment Accounts</b>	<b>\$65,601.74</b>	
	<b>OVERALL TOTAL</b>	<b>\$157,688.66</b>	

<b>Other Important Information:</b>			
		<b>Balances:</b>	<b>Given:</b>
<b>CA Crisis Fund</b>		<b>\$5,649.25</b>	<b>\$9,000.00</b>
<b>ADK Foundation</b>		<b>\$2,796.21</b>	
<b>New Day for Children</b>		<b>\$460.00</b>	
<b>Awarded in 2020-2021</b>			
Noel Leonard Scholarships			
District Mini-Scholarships			
<b>Awarded in 2021-2022:</b>			
Excellence in Education			
District Mini-Scholarships			
<b>Altruistic Sales (2020-2022)</b>			

**7.1. Current Budget Status Report**

The Budget Report is accurate through January 12, 2021. Virginia reported the following changes:

Income: We are doing very well on income because chapter dues have been deposited. The checking account total is \$35,179.54. The Noel Leonard

account total is \$65,601.74. The latter has gained substantially due to stock market gains.

A small amount of interest was posted to the scholarship accounts.

Expenses:

We are very healthy financially because we are not spending much. Lockdown orders for the COVID-19 pandemic have prevented the Board from attending multiple conferences and conventions, so we have not been required to use any of the allotted money in the budget for those purposes.

## 7.2. Chapter Dues Update

Sustaining members grew by 3 or 4 members; all have paid their dues and those dues have been sent to International. Chapters pay their own dues to International.

Only three chapters have not turned in their dues. Virginia reports that Alpha Iota assures her their dues are “in the mail”. Neither Alpha Pi nor Gamma Eta have sent in their dues. Virginia will contact them by phone to be sure they are turned in and received by January 31st.

## 8. Membership Report

<b>Active Membership</b>	<b>1004</b>
<b>Reinstated</b>	<b>0</b>
<b>Transferred</b>	<b>6</b>
<b>Resignations</b>	<b>30</b>
<b>Omega</b>	<b>9</b>
<b>Initiated</b>	<b>5</b>
<b>Number of Chapters in California</b>	<b>44</b>

VP for Membership Mari Page commented that in the sixteen years she has been a member, CA Alpha Delta Kappa has lost a third of the membership. This year Gamma Zeta disbanded.

### 8.1. Current Numbers

Mari reported that very few chapters have gained members. Chapter officers across the state comment that it’s not a good time to try to bring in new members. We don’t have a lot to offer potential new members. Chapters are reluctant to approach potential candidates about joining when they are working full time during the pandemic and are exhausted from trying to cope with the difficulties of providing instruction remotely.

### 8.2. Dissolution of Chapter

California Beta Zeta has disbanded and the paperwork has been turned in to

International Headquarters. Four of those sisters have transferred to sustaining membership. Two have transferred to other chapters.

### Unfinished Business

#### **9. Presidents' Council Handbook Update**

Rosena made all the corrections to the Presidents' Council Handbook (the PCH) and sent them out to the Board Members and chapter and council presidents. It has also been updated on the website. The Board recognizes that the PCH is a fluid document which will always be in need of updating.

A recording from the training for the "Presidents of President's Councils" will be sent to all attendees and those who were not able to attend.

#### **10. Report Out on Officer Trainings**

The meeting Rosena and Karen hosted for the Presidents of the Presidents' Councils was thorough and well received. A recording of the training will be sent out to those who did not attend.

Sara led the training for Chapter Presidents which had one hundred percent attendance. She has heard frequently from them with questions since the training. The Presidents' Council Handbook (PCH) was introduced as a valuable tool for them on the California website because it provides easy access to the structure of Alpha Delta Kappa and the California officers on all levels.

Rosena trained the Vice Presidents and President-Elects. They wanted to know more specifics about their duties. She used the PowerPoint presentation from the International website with her own adaptations. The group wanted to create a chat group just for Vice Presidents or President-Elects to stay in touch.

Mari had started training her Membership Chairs early, so she already knew many of them. They are comfortable to approach her, but they feel a reluctance to pursue members during this era of COVID 19. She has already had an additional workshop since the December one. She has let International know it needs to correct the training PowerPoint posted on the International website.

Virginia did her workshop with chapter Treasurers early in October. Not all attended. Those who attended have rapport and feel free to contact her. She had to clarify and emphasize that the dues are due December 31 and will be charged the late fee for each member after Jan. 31st. At this point it is better to turn in what they have collected, then add on any late dues as needed.

Grete had 22 people attend between the two workshops for Recording Secretary and

Corresponding Secretary. Several other people communicated they could not attend due to conflicts, but requested the information. The participants were engaged and raised good questions. Grete shared a summary of the meeting and copy of the informational slides with all chapter Secretaries.

Donna was surprised that less than half of the Chaplains attended. Those who did attend participated freely. The PowerPoint that International provides needs to be improved. She updated it and attendees also sent in ideas for improvement. It was nice to share ideas and have time to get to know others.

Susan did not have workshops for Sergeant-At-Arms. She held two workshops for Historians in December. Using the Presidents' Council Handbook, she contacted the chapter President if a chapter didn't have a Historian. Now almost all chapters have added the position. The Historian training included PowerPoint slides Susan adapted from the International website. Recordings of the training session are on the CA website. She gave the historians a "homework" challenge to create a small Shutterfly book as a gift for the chapter president commemorating her biennium. Doing so will give them practice and material to create the pages for the outgoing State President.

The Board agreed that training the officers allowed the trainers and the trainees to get to know each other better.

### **New Business**

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

The evaluation of the Marina Conference hosted by Barbara Murray and Channel Islands Council was very positive. The theme of the conference was "Flourishing in the New Year" and there were at least 57 participants. Screenshots were taken of the attendees for Susan Raffo, Historian. The Board noted that the Councils that planned the first three district conferences have done an excellent job of implementing President Sara Cooper's nature theme: "California Proud". The skit by Karen Kirby and Joanne Grimm at the end of the conference was a satire on bureaucracy.

#### **12. Southern District Conference, March 13, 2021 (Time to be decided)**

Rosena attended the San Diego Council meeting to assist in planning for the Conference. Sara attended as Liaison. The Council chose a theme and is prepared to create a flyer, and an agenda. They are aware that Karen will be assisting them with the technology needed to run a Zoom conference. Knowing this made them feel comfortable with preparing for the conference. They plan to have a program on a succulent garden and a demonstration on how to create a succulent centerpiece. The date and time for the practice session with the Board is March 6, 2021 at 1:00 p.m. The conference will last approximately one and a half hours long.

The theme of the Southern District Conference is “Together We Bloom”. The conference will honor all working educators. Karen needs all the materials the week before the practice. She will send out the invitation in February and create the script once they have the agenda ready.

**13. Liaison Summaries**

The Liaison summaries that have been received up to this point do not require discussion. The Liaisons to Councils that have recently had meetings should turn their summaries in soon. Susan sent the Golden Gate Council summary to all Board members. Karen asked all Liaisons to post their summaries prior to the next Executive Board meeting so the Board can know of concerns ahead of time.

**14. Bylaws Certification Update**

Susan Raffo reported on her research with International President-Elect Mollie Acosta, regarding an upcoming required certification update of International, State, and Chapter Bylaws. Amendments to the International Bylaws will be presented for a vote at the International Convention in July. The international Bylaws will be revised to include the amendments approved by the delegates at the Convention. The state and its chapters will align their bylaws using a template from the International Bylaws Committee starting the fall of 2021.

Since the 2013 International Convention, California and all of its chapters have aligned their bylaws and are compliant with International Bylaws. State Bylaws must be submitted to the International Bylaws Committee for certification. (ARTICLE XVII – STATE AND CHAPTER BYLAWS, Sections 1 & 2) The State Bylaws Chairman certifies the chapter bylaws. The current bylaws for International, and the state of California and its chapters, currently allow them to be designated by the IRS as 501( c )(7), which means they are considered “non-profit”. International Alpha Delta Kappa wants to move the organization to the next level of IRS non-profit status, 501(c)(3), which would allow us to receive private and corporate donations as a non- profit. Currently only the Alpha Delta Kappa Foundation is IRS 501(c)(3) compliant.

A bylaws amendment will be presented to the delegates for their vote at the International Convention in July. If this amendment passes, the International Bylaws will be revised to include Article XXII, DISSOLUTION OF THE ORGANIZATION, which is-required by the IRS. State and chapter bylaws will then be aligned, using a template prepared by the International Bylaws Committee. Every single chapter in Alpha Delta Kappa must align and have bylaws certified in order for the IRS to approve the 501( c )( 3 ) designation to all entities. Until the International Convention in July, the current Bylaws, certified by the International Bylaws Committee, is the governance document of CA Alpha Delta Kappa and its chapters.

**15. The Longest Day- California’s Plans**



Karen Kirby, California Cares team captain, reported that January 22 was the kick off for the Longest Day fundraising campaign. Last year our team came in fourth in the competition and raised more money than ever.

Karen has already set up the California Cares team; she has sent the information to each chapter president and is currently helping chapters to set up teams.

The next letter she sends out will explain the steps for donating money and where to send it. Karen will monitor chapter participation and will contact any that haven't signed up. Each chapter needs to advise her of their contact person.

Chapters may donate directly rather than create a fundraising activity. The Executive Board will not be stepping in as a team because Karen prefers that the chapters be allowed to shine. Chapters should send their donations to California Cares.

## **16. Membership**

### **16.1. Campaign and Procedural Update**

Mari Page reported on chapter training on the new schedule for dues to be paid by new members. An initiate who joins between January 1- May 31 must pay \$40 International dues. Anyone initiated after May 31 will pay \$20.

The registration process will be done online. At the time of initiation chapters will need to have technology available to input the credit card numbers of new or reinstated members for payment of dues and/or reinstatement fees. H-151 is just for internal use for chapter purposes. Forms for initiates need to be sent to CA Treasurer Virginia Riding and to Mari as Membership chair.

Mari will follow up on the five chapters that did not attend the training. Those chapters not represented at the training were not initiating new members this year. Some have not initiated a new member since 2005.

The schedule for the Chapter Needs Assessment has also been revised. There is now a two month window at the end of the biennium, from May 1- June 30, to turn it in. During this time frame, the outgoing President and Membership Chair will be able to work on it together before completion of the biennium.

### **16.2. State Money Collection Policy With New Process**

After discussion the Board decided to maintain the status quo for paying state dues.

## **17. Treasurer**

### **17.1. Oral Submission of Bills**

Board members must send Virginia any bills for reimbursement. None were turned in.

### **17.2. T-Rex and Projector**

Virginia advised the Board that past Treasurer, Marlene Cordova, still has the old computer nicknamed “T-Rex”. The Board directed Marlene to find someone to clear our records off the computer memory and then trash it. The same goes for any old equipment that has been replaced with new equipment.

## **18. Diversity and Inclusion Report**

### **18.1. Goal: Impact on Alpha Delta Kappa**

There is a steering committee and a regional committee for Diversity and Inclusion. President-Elect Rosena Kruley is the chairman of the regional committee. Rosena reported on the proceedings of the regional committee and the tasks set for them by International President Judy Ganzert.

The committees came about as the result of a letter in June from one of our sisters to Judy expressing discomfort at being one of the few members of color in Alpha Delta Kappa. Judy has given the committee the task of finding ways for Alpha Delta Kappa to make people of color feel welcome as members. She also wants the committee to look at why Alpha Delta Kappa has trouble getting people of color to join our organization.

### **18.2. Summary of meetings**

All people will benefit from the efforts of the Diversity and Inclusion meetings. A survey was sent out so people could express how they felt about the issue.

Responses were brutally honest. Rosena wanted to meet as a group and have consensus on what diversity and gender, equality and ethnicity means to each person. Break out groups discussed it and reported back to the whole group to establish common ground on the terms. This allowed the committees to review the surveys with a common understanding. Some people are very comfortable with the way it is set up. Others are very uncomfortable, especially at large conferences and conventions.

### **18.3. *White Fragility* Book Discussions**

Rosena believes it is important to hear the discussion and to see the realizations people were making about themselves and their teaching. A next step might be for chapters to read and discuss this title, or to read and discuss another book. It is desirable for this conversation to be ongoing throughout our organization. During the book discussion, members are asked to look within themselves at what might be causing us to continue the existing system. *White Fragility* by Robin Diangelo, targets the white population.

### **18.4 How to share with chapters**

The Board agreed with Susan that it is important to give chapters the background for these discussions through the newsletter along with statements

from the Board regarding this topic and action. The Board must introduce this in a very organized and deliberate way.

## **19. World Understanding**

### **19.1. International Projects**

Grete explained the new timeline for selecting and supporting the International World Understanding Project. Now the International Convention, in the odd years, will be the venue for announcing the new choice of World Understanding Project. In the even years, when we have Regional Conferences, the donations gathered from the chapters will be handed over to the current project.

### **19.2. State Project Proposal**

Grete brought forth the idea of considering Dig Deep water project for the Navajo people for a state World Understanding project. After discussion Grete was directed to advise Kitty Nutting, Southwest International Vice President, that Dig Deep came up at our Executive Board meeting, and the California Board is proposing that Dig Deep become a regional World Understanding Project. It would be a way for all of the Southwest Region states to come together to help alleviate the need for water on the Navajo Reservation.

**The meeting adjourned at 4:41 to be reconvened at 10:30 a.m. tomorrow.**

**The meeting reconvened at 10:36 on Sunday, January 24, 2020.**

## **20. Communication**

Sara expressed the desire to work in many different realms with the Executive Board. Susan suggested that before an activity is announced to the general membership, it must be brought up to the Board. Sara requested assistance in running the Board activities and writing the required communiques, including the newsletter. She needs articles, and would like to write only the President's message as her contribution. Karen committed to assisting Sara on learning how to format the newsletter.

Susan stated that it would be helpful to date revisions in order to make communications more clear. Sara will shift much of what she put on the Liaison Report to the newsletter. The Board re-committed to following the norms for a Zoom meeting.

### **20.1. Newsletters - Kappan, Southwest, State**

Sara will consistently monitor and produce all the required communications. Communication is vital. Susan would be happy to write an article after each conference for the newsletter. The committee chairs could assist in writing articles.

## **20.2. Chapter Presidents**

Sara explained her feeling of the great joy she takes in the enthusiasm and dedication of California chapter presidents. The chapter presidents are advising her that so many electronic communications are coming through that they are overwhelmed. They get many communications from International on down, which creates many layers of communication and an unmanageable amount of information.

## **20.3. Internet**

Sara explained that the goal of “CA Connects with ADK” was to make teachers and retirees smile. She will set aside the plans for Thursday meetings for each month for now.

## **20.4 Executive Board Policies and Procedures for Liaison Report and Newsletter**

The Board discussed the Policies and Procedures for the Liaison Report and the Newsletter. Susan recommended that we look at writing a Policy and Procedure that clarifies the focus of particular items that go into both publications.

It is the job of the Immediate Past President to maintain the Policies and Procedures document. Inquiries and suggestions can be brought to the Executive Board. After discussion, the Immediate Past President researches the Policies and Procedures document and reports next steps back to the Board.

## **21. Review Recommendations of State Reports, Sections 4.0-5.0 from the Proceedings of the 2020 State Convention**

### **21.1. Review Section 4.0. State Executive Board Reports**

The following are recommendations from the Report of the Immediate Past President, Diana Galvan.

1. Continue to mentor and train members of the California State Executive Board. **ACTION: Accepted and ongoing.**
2. Continue to encourage the use of technology to streamline the activities and ease responsibilities of the CA state executive board. **ACTION: Accepted and ongoing.**
3. Continue to encourage and train members to take advantage of the information available on the California and International Alpha Delta Kappa websites. **ACTION: Accepted and ongoing.**
4. Continue to support all activities to increase membership in Alpha Delta Kappa. **ACTION: Accepted and ongoing.**

The following recommendations related to the President-Elect position are from Sara Cooper:

1. Begin working on the *Presidents' Council Handbook* as soon as possible.
  - A. Send the *Presidents' Council Handbook* templates to the outgoing chapter presidents before the end of April to secure the names of the newly-elected officers (International's due date is 5/1). **ACTION: Accepted and ongoing.**
  - B. Communicate with the new District Council Presidents individually.
    - Secure the dates of all proposed council meetings and the chapters in charge.
    - Contact the upcoming council president several months before the conference date.
    - Lead her to use the conference reference in the *Presidents' Council Handbook*.
    - Encourage each to incorporate the State President's theme and goals into the conference plans.

**ACTION: Accepted and ongoing. Note- Sara wants to decorate at the State Convention with all the symbols from each Dist. Conference because they have utilized her theme.**
  - C. Utilize the previously designed templates. **ACTION: Accepted.**
  - D. After entering all the information, align the spacing, double-check the font use, and edit thoroughly, so the document is consistent throughout. **ACTION: Accepted.**
2. Continue to research the use of group reservation services to secure the most economical sources for the executive board accommodations. **ACTION: Accepted. Note-This action will continue once we resume travel.**
3. Consistently ask to be trained and included in all of the State Presidents' duties as events occur, then continue to utilize the same websites and all electronic resources. **ACTION: Accepted and ongoing.**
4. Continue and increase the use of online conferencing to stay connected to the Executive Board, Chapter, and Council Presidents. **ACTION: Accepted and ongoing.**
5. While attending district conferences, regional and international conventions, keep an ongoing list of women you might want to encourage to step up into a State officer, or State Standing Committee or Chair position during the upcoming biennium. **ACTION: Accepted and ongoing.**

The recommendations from the Vice President for Membership, Mari Page, follow:

1. Continue to make membership a major focus for the next biennium.  
**ACTION: Accepted and ongoing.**
2. Meet with the newly elected vice president for membership to review the duties of the office. **ACTION: Accepted and ongoing.**
3. Provide training for the chapter membership chairmen and chapter presidents on membership and the state and international websites. **ACTION: Accepted and ongoing.**
4. Continue to send monthly membership memos to the chapters and state board, write articles for the state newsletter and send ecards. **ACTION: Accepted and ongoing.**
5. Continue awarding the *California Membership Award* at the end of the biennium.  
**ACTION: Accepted and ongoing.**
6. Make personal contact with as many members as possible at council meetings, conferences and conventions. Listen to their concerns and address their issues.  
**ACTION: Accepted and ongoing.**

State Treasurer, Marlene Cordova, gave the following recommendations:

1. Continue to use Quicken to track and reconcile income and expenses.  
**ACTION: Accepted and ongoing. Current Treasurer Virginia Riding notes that it is possible to get an online subscription for transfer to the new treasurer.**
2. Provide in/depth training to the new state treasurer on using Quicken.  
**ACTION: Accepted and ongoing.**

Secretary Anita Brown provided the following recommendations:

**Please note: There is a correction, indicated here in *italics*, to the second bullet in the Secretary's report in the Proceedings of the Convention:**

*Southern District Conference* was canceled in March of 2020... (not Marina District Conference)

1. Each district conference agenda and minutes should have the name of the district, the date, and the city where the conference was held. The hotel's name is irrelevant. **ACTION: Accepted with the understanding that giving the hotel name provides good history that may be needed for reference. The hotel name is therefore relevant.**

2. The importance of excellent computer knowledge and skills is imperative for the state secretary. **ACTION: Accepted and to be implemented. This needs to be made explicit for candidates for Secretary.**
3. The Proceedings of Convention document should have page numbers for ease of use. **ACTION: Not accepted. This action is too difficult to implement due to printing procedures.**

Rosena Kruley, State Historian and Sergeant-at-Arms, recommended these actions be taken:

1. Continue the use of an electronic scrapbook tool. There are many more online electronic scrapbook tools. Each one has advantages and disadvantages. *Snapfish* has history as its main advantage. California Alpha Delta Kappa has been using *Snapfish* for more than one biennium. It's slowly becoming familiar to most chapters. Continuity is the key of getting more and more sisters at a comfort level for using this tool. **ACTION: Accepted with a switch to *Shutterfly* as the adopted scrapbook tool.**
2. This is the year of video technology. Create a step by step video to send with training materials to Historians on how to explain from the beginning (getting on the website, navigating on the website, pitfalls) on *Snapfish*. **ACTION: Accepted and ongoing with the qualification that it be done with *Shutterfly* rather than *Snapfish* and that the video training will be done online.**
3. Updates on "how to" changes in technology change constantly. Historians who have had the position the last biennium or held the position previously, should always read the newest email to make sure the information that they knew before is still current. **ACTION: Accepted and ongoing.**

Virginia Riding, State Chaplain, made the recommendations found below:

1. Keep a running list of Omega Chapter members and send condolences promptly. **ACTION: Accepted and ongoing.**
2. Log all communications on the Communication Log. **ACTION: Not accepted. Reports on the Communication Log are now limited to business purposes only.**
3. If possible, include the themes of the State President and conferences in thoughts. **ACTION: Accepted and ongoing.**
4. Check the internet, newspapers, magazines, posters, etc. for ideas that can be turned into thoughts. **ACTION: Accepted and ongoing.**

5. Visit the International and State websites for ideas.**ACTION: Accepted and ongoing.**
  
6. Participate during board meetings, and be an ambassador for Alpha Delta Kappa. **ACTION: Accepted and ongoing with the clarification that being an ambassador includes whenever the chaplain is present at face to face conferences, presenting oneself as a member of the board, listening to comments from members, and getting to know members.**

### **21.2. Review Section 5.0. State Standing Committee Chairmen Reports**

State Scholarship Chairman Rita Prichard recommended the following actions be taken:

1. Due to the abrupt closure of school after March 12, 2020 due to Covid 19, the scholarship committee chair should check on the progress of all mini grants issued for projects completed at the end of the 2020 school year. **ACTION: Accepted.**
2. Identify an alternate scholarship committee member who can fill in if one of the committee members is unable to fulfill their duties. **ACTION: Not accepted. There should not be someone in waiting. There should be one member from each district. If a member cannot fulfill her duties, the state president must be advised that there is a vacancy.**
3. Contact information for each district council president should be available to the scholarship chairman for the purpose of making sure that all four districts are represented on the committee. **ACTION: Not accepted. It is the responsibility of the State President to be sure all districts are represented. See number 2.**
4. Provide more extensive advanced advertisement of Mini-Grants and , especially, the Eleanor Bendell Scholarship with the goal of generating more applicants.  
**ACTION: Not accepted. The Board will continue the current practice of *emphasizing* the scholarship information in the newsletter with an embedded link to the application form and bringing attention to it at Council meetings. The newsletter and liaison reports can also highlight articles from former scholarship winners that describe their project and the application process.**

California Altruistic Chairmen Colleen Golden and Kathy Raschka submitted the following recommendations:



**Please note: There is a correction (in *italics*) for the second paragraph of the Altruistic Report. It should read- During the 2018-2020 biennium, the state of California had a total of 45-42 chapters with 43-38 reporting...**

1. One uniform digital form. **ACTION: Accepted. The Board recognizes that a standardized form is needed so that it may be sent out for the altruistic chairs and chapter presidents to use. Karen Kirby created a form that is currently in use by some chapters. The current co-chairs, Melanie Chant and Peggy Berner, need to decide what form they would like to use.**
2. Create a form that will populate a spreadsheet and calculate numbers automatically. **ACTION: Accepted. Once the spreadsheet is created the Board will need to provide training for the co-chairs so that it is easy to report volunteer time and monetary and non-monetary donations.**
3. Message out to Chapters early, stating to use the online form. **ACTION: To be considered.**
4. Having the altruistic chair email of each chapter may be helpful. **ACTION: Accepted.**

California Webmaster/Technology Chairman Diana Galvan provided these recommendations:

1. Continue to urge members to update their contact information on the International Directory. **ACTION: Accepted and ongoing.**
2. Continue to provide training and support in the use of the CA International websites. **ACTION: Accepted and ongoing.**

Recommendations for the Bylaws Committee were provided by Susan Raffo, Chairman:

1. All chapter bylaws, digitally formatted (pdf) and aligned with CA State bylaws and International bylaws, should be archived on the CA website, Bylaws link. **ACTION: Accepted and ongoing.**
2. After March 15, in the first year after an International Convention, the newly aligned state and chapter bylaws will replace the bylaws documents from the previous biennium. **ACTION: Accepted and ongoing.**
3. The approved International template is required for each bylaw realignment-state and chapter. **ACTION: Accepted and ongoing.**

There were no recommendations for Excellence in Education because we have changed over to an online process.

Donna McCartney, State Altruistic Project Chair, provided these recommendations:

1. I suggest that the State Executive Board reconsider the timeline for the State Altruistic Project. The current timeline puts an undue burden on the committee. The deadline of November 1 either needs to be moved into October, into January, or into a different month. **ACTION: Accepted. The Board will look for a better date other than November 1, with the understanding that a date earlier in the year involves a change in Policies and Procedures. The date is tied to getting the proposals on the convention agenda.**
2. It is important for the committee chair to contact committee members immediately after the State Convention to set up the working relationship for the upcoming 2 years. **ACTION: Accepted with the qualification that the contacts be made after the State Convention, within the first year of the biennium.**
3. In order to save trees, postage and follow the example of international, please continue the State Altruistic Project online process started this biennium by doing all of the work entirely through emails. **ACTION: Accepted and ongoing.**
4. The rubric needs to be reformatted so it is easier to put the numbers in the boxes on the computer. **ACTION: Accepted. Donna constructed a rubric that she used which she will share with the Board.**

The following are the recommendations from the California World Understanding Chairman, Kathleen O'Malley:

1. Request deadline dates for submission of articles to the CA Newsletter from the CA President. **ACTION: Accepted and ongoing.**
2. Periodically, contact chapter presidents asking them about their world understanding programs and to share ideas to be used at chapter events and meetings. **ACTION: Accepted and ongoing.**
3. Request updates from the SW Regional and International World Understanding chairman. **ACTION: Accepted and ongoing.**
4. Continue to contribute World Understanding articles to the CA Newsletter. **ACTION: Accepted and ongoing.**
5. Participate and/or plan World Understanding workshops at the chapter, state, and regional levels when able. **ACTION: Accepted and ongoing.**
6. Continue to encourage CA sisters to contribute articles to you to be published in the CA newsletter sharing their experiences while traveling.

**ACTION: Accepted and ongoing.**

7. If there is an opportunity to travel to see a previous or current WU project, take that opportunity. **ACTION: Accepted and ongoing. Note: there needs to be a correction in the state budget that allows for the World Understanding Committee chair to have \$60 allotted for postage and supplies. (All committee chairmen have that allotment.)**

There are no recommendations from the Resolutions Chair.

The following recommendations came from the amended report of the Candidate Qualification Committee:

1. Both digital and hard copy applications should have a place to indicate candidates' intention to attend the convention. **ACTION: Accepted and ongoing. The Board needs to find a replacement for chair of the candidate qualification committee because Barbara Ackleberry has moved out of state.**
2. Continue to include on the display board the candidates' reasons for running for state office. **ACTION: Accepted and ongoing.**

## **22. Announcements and Other**

There was discussion about readjusting the weekend time frame for chunking the next Board meeting in order to provide more frequent breaks. Grete also suggested that we do the most perfunctory tasks of the Board meeting on Saturday, after attending the conference (e.g. accepting the minutes from the last meeting, and the Treasurer's, Membership, and Correspondence reports. Unfinished Business and New Business could be dealt with on Friday and Sunday).

It was decided that the Board will adopt the following schedule for the rehearsal of the Southern District Conference and for the final Executive Board meeting:

- Meet on Zoom March 6 at 1:00 p.m.: for the Southern District Conference rehearsal
- Meet on Zoom Friday, March 12, from 3:00-5:00 p.m.: to begin the Executive Board meeting.
- Meet on Zoom Saturday, March 13 for: the Southern District Conference, time to be decided; reconvene the Executive Board meeting from 1:00-3:00 approximately
- Meet on Zoom Sunday, March 14 from 10:30-3:00 p.m.: to finish the business of the Board. This time frame includes a working lunch. The 3:00 p.m. adjournment time is a target.

Sara gave the Board members homework: to look up the Simon Sinek TED Talk on YouTube and watch "How great leaders inspire action..." if possible. Think about Alpha Delta Kappa in California through the eyes of the next generation. The older generation is declining. Sara also wants the Board to think about this question: "What is our why for Alpha Delta Kappa?"

**23. Round Table Sharing**

**24. Closing Thoughts**

Donna has great confidence in the sister spirit of the organization. There are so many positive experiences. It is sad when there is a rupture, yet we need to expect that people's motives are honorable. When something happens, we need to give each other grace and ask, "What happened?", and really listen to the answer.

**25. Adjournment**

The meeting adjourned at 3:00 p.m.

Submitted by:

Grete Lima

California Alpha Delta Kappa State Secretary

2020-2022