



California Alpha Delta Kappa

**Executive Board Minutes
May 26 and June 11, 2021
Zoom meeting**

1. Call to Order and Norms

President Sara Cooper called the meeting to order at 1:00 p.m., and immediately reviewed the agreed upon revised norms and strategies for a virtual or in person meeting with the board. The board may add norms at a later time.

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

The agenda was reviewed:

The heading for **15.5.** was changed to “**State Convention** Section G: Registration Refunds (new)”; **17.1.** and **17.2.** were removed from the agenda; the heading for **17.** was changed to “**State Convention Resolutions- Complete the reading of Report 6.0 State Convention Committee Chairmen from the State Convention Proceedings, 2018-2020.**”

The Board approved the agenda as amended.

4. Opening Thought: Donna McCartney, Chaplain

We are California Proud as we thoughtfully commit to communicating and interacting with each other. Each board member has a specific role to play on the board under Sara’s leadership. Our focus is to honor and support all of our sisters who

are on the front lines of teaching during the pandemic. Lao Tzu said, “ A journey of a thousand miles begins with a single step.” As we begin our meeting today we are mindful that we need to take that single step today to move forward in a way that honors our sisterhood and each other, and to do everything in our power to work together as a team.

5. Secretary’s Report (Correspondence)

5.1. Minutes

Grete clarified changes to the minutes from Jan. 23, 2021. Wording was changed in number 14. Bylaws Certification Update, paragraph three (as shown below), so that the specific amendment being voted on at the International Convention is clearly referred to:

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 ~~the disillusionment clause~~ Article XXII, DISSOLUTION OF THE ORGANIZATION, which is required by the IRS.

The strikethrough shows the words that were eliminated and the yellow highlight indicates the inserted language. The minutes were accepted as corrected.

The Feb. 19, 2021 minutes for the Special Called meeting were also accepted.

5.2. Correspondence

Received

There was correspondence received from Feb 1-May 21, 2021:

Ten donations were received for New Day for Children.

Feb. 3, 2021 IVP Kitty Nutting sent word that the SW Region DigDeep Fundraising Campaign was approved.

Two chapters sent in late dues: Fidelis Iota and Eta

Sara sent out a photo card inviting past presidents to a virtual party.

Sent

Correspondence was sent from Jan.21-May 31:

The Board sent congratulations to Mary Rowe-Sample and all involved in the successful Southern District Conference.

Virginia sent thank you notes to all those who sent contributions to New Day for Children.

6. Treasurer’s Report and Current Budget Status Report

<i>Bank Balances as of May 2021</i>			
Bank Accounts			
Wells Fargo Bank	WF Checking	\$34,508.80	
	WF Reserve	\$45,994.55	
	WF Scholarship	\$10,915.20	
	TOTAL Bank Accounts	\$91,418.55	
Investment Accounts			
ADK Foundation	Noel Leonard ADK Foundation	\$65,601.74	
	TOTAL Investment Accounts	\$65,601.74	
	OVERALL TOTAL	\$157,020.29	
Other Important Information:			
		Balances:	Given:
CA Crisis Fund		\$5,649.25	\$9,000.00
ADK Foundation		\$2,796.21	
New Day for Children		\$460.00	
Awarded in 2020-2021:			
Noel Leonard Scholarships			
District Mini-Scholarships			
Awarded in 2021-2022:			
Excellence in Education			
District Mini-Scholarships			
Altruistic Sales (2020-2022)			

Virginia reported that the state accounts are very healthy because there has not been a lot of activity. In checking we have \$34,508.80. We have been spending various amounts for virtual communications for Zoom meetings. There have been no items to reimburse nor scholarships to fund. As of May 21, 2021 \$3,530 was collected for New Day for Children, and Virginia sent a check for that amount to New Day for Children. Another \$50 donation has arrived for next year.

7. Membership Report

Mary shared the membership report via the Zoom screen. It will be difficult to recover from the loss of 53 members.

California Membership Report May 26, 2021

Mari Page

California Vice President Membership

Figures compiled from Alpha Delta Kappa obtained from International Headquarters. 05/21

Active Membership 1002

Reinstated 2

Transferred 0

New Members 19

Resignations 40

Omega 13

8. Historian/Sergeant-at-arms / Report

During their orientations in December 2020, chapter historians were assigned to take screenshots of events, pictures when “in-person”, ask sisters to share pictures of small group activities, and collect items that might be photographed to be included throughout the biennium in a digital book. In order to become familiar with the Shutterfly platform, consider creating a digital book as a gift for the chapter President. Eventually, it will be easier to pull from their picture collection to create their chapter pages in the State President’s archival book. Reminder: document dates, create brief captions and include the names of sisters in pictures.

Every chapter historian must compile and submit a written historical record of the chapter's activities at the end of the biennium to the State Historian. It was suggested that the historian keep a running record of the month's activities (like a diary) during the two years, rather than waiting until the last minute. The minutes are a record of business; this historical record documents activities, altruistic projects, special events or recognitions.

As State Historian, Susan offered to write ongoing articles ("Notes to the Historians") for the President's Newsletter, upon request.

Unfinished Ongoing Business

9. The Longest Day Update

Karen reviewed the Alpha Delta Kappa Team page. The global goal was set at \$50,000.

At this point in the event, our team, California Cares, was in first place. Georgia and California keep swapping back and forth between first and second place.

Here are some examples of how chapters are raising their money for the Alzheimer's Association:

- Yesterday, June 10, Beta Eta had a high end \$3,172 garage sale.
- Doreen Barns, Beta Rho, single handedly raises all her money.
- Zeta gave everyone an envelope addressed to Karen and a little slip of paper with name, chapter, and the total contribution. They raised \$895 in that way.
- FaceBook fundraisers are popular.

Go to ALZ.org/ADK to check the totals of money contributed. At this point \$12,162 has been donated. We can donate until June 20. We have surpassed the original goal of \$10,000. The new goal is \$12,000.

10. President's Council Handbook Update

Rosena identified six updates to the Presidents' Council Handbook. Board members must correct their copies. She only needs officer changes and any council date meeting changes. Chapter membership changes are done online on the International website, Directory link.

11. Evaluation of Southern District Conference

Rosena reported that 58 people attended. Only 17 evaluation forms were returned. However, those who responded were very positive:

Overall experience: all loved ; *Organization:* 12 extremely organized, 5 very well, only 1 said it was too long; *Ranking of excellence:* 10 said the conference was excellent; 6 said very good. Most said they loved the video on creating succulent centerpieces and the presentation of excellence for classroom teachers.

Individual comments indicated they loved everything about the whole conference and would share it with other people. The history lesson on the founders presented by the Board made history come to life for them. One sister said, “ This conference made me very proud to be part of this organization.”

Sara congratulated Karen because her preparation made it such a smooth-going conference.

12. Diversity and Inclusion Report

Rosena reviewed the goals and purposes for the Diversity and Inclusion committee. The last meeting was held in April. There is still a lot of work to be done so it will continue. President-elect Mollie Acosta wants it to continue because it is such an important issue in the organization.

At the beginning of the International Convention there will be an initial program devoted to diversity and inclusion. Based on the number of members registered, the Convention will be very well attended and interesting to all. There has been a lot of work and planning both at the Steering Committee level and the Regional Committee level regarding the International Convention. Sue Pelchat and Sue Wade are chairs of the Diversity and Inclusion steering committee and have agreed to continue on for the next biennium.. They have done a good job getting things open and exposed. Another book will be chosen for discussion and will be sent on to be discussed at the chapter level.

Rosena discussed micro-aggression and White Fragility, the book that was discussed at the Diversity and Inclusion Committee meetings. Rosena believes it is time for things to come out and be dealt with; a time of learning and teaching.

13. Liaison Summaries

So far none of the Liaisons has needed Board support. The Board members need to be sure and send in their Liaison Summary reports as soon as possible.

14. Dig Deep

Virginia, State Treasurer, has not received any contributions from our California chapters for the DigDeep fundraising campaign. Chapters and individuals are sending their checks directly to the DigDeep Right to Water Project, P.O. Box 26779, Los Angeles 90026 with NWP/SWADK in the memo. Some contributions are coming directly to the fundraising page Grete set up for DigDeep online: www.digdeep.funraise.org/fundraiser/grete-lima

The state presidents from Southwest Region and International Vice President Kitty Nutting were very supportive of this project, and state chapters and sisters were too.. Online, 15 people gave over \$1300. At last report Dig Deep Headquarters reported just over \$4400 sent in to them in checks.

Virginia related that her chapter saw a video sent by DigDeep which was very interesting and impressive. As a result of seeing the video, California Eta decided to give even more than \$1.00 per person, which was the amount suggested for the initiative. Grete reported that DigDeep records show that many chapters and individuals gave much more than one dollar per person. All the contributors have been very generous. The campaign will continue through May 31, 2021.

15. Approval of Policies and Procedures Sections

Karen presented changes to our state policies and procedures for discussion. Yellow highlighting indicates updated wording to align with International Policies and Procedures. Text with strikethrough symbols indicates wording that has been dropped.

15.1. Altruistic Section E: State Altruistic Project Selection Process

Donna suggested that the due date for the state altruistic project nominations form be changed from November 30 to October 1. If the latter date is approved, altruistic committee members would have time to adjudicate before the fall and winter holidays. Susan pointed out that October 1 is a good deadline that allows for inclusion of the nominees for the State Altruistic Project in the state convention information packet.

Motion: Donna moved to change the due date for the state altruistic nominations from November 1 to Oct. 1. Virginia seconded the motion. The motion was approved.

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.
3. All forms will be reviewed and updated each biennium by the state board, as needed, before being publicized and distributed.
4. Nomination forms are due by **October 1** in the second year of the biennium.
5. Using a rubric, the Altruistic Project Committee members will review the nominations and select projects to be voted on by the delegates at the state convention.
 1. If a committee member's chapter, or if the committee member is connected to the project, she will recuse herself from voting on that project.
 2. Other reasons may exist that would force a committee member to recuse herself from a particular vote so that no challenge of impropriety may arise.

6. A written synopsis of the selected projects will be included in the convention packet distributed to all chapters.
7. The project receiving a simple majority of the votes of the delegates shall be selected. In the case of no majority, there will be a standing vote by the delegates to choose between the two projects receiving the highest number of votes during the first ballot.
8. The state altruistic project will be announced at the state convention.

15.2. **Executive Board** Section B: President’s Newsletter

This section currently reads that the President will send eight letters to the membership with a minimum of three in one year. Karen recommended four each year to keep the workload balanced for the President during the biennium. Sara agreed. It was recommended that Procedure 1. be amended to read “with four letters per year.”

Susan asked if there is guidance that delineates what should be in the newsletter. She requested that we revise this procedure to include this guidance if it is lacking. Karen and Susan volunteered to come up with language to revise or add to this procedure in the future. Rosena volunteered to give feedback.

Motion: Mari moved that we change the line in Executive Board Section B: Procedure 1. that reads “...with a minimum of three in one year.” to “... with four (4) per year.” Susan seconded. The motion was approved.

SECTION B: STATE EXECUTIVE BOARD

PRESIDENT’S NEWSLETTER

POLICY:

The State President will communicate with the members in the state, region, and International through a series of eight (8) newsletters during the biennium.

PROCEDURE:

1. The newsletter will be published during the odd and even years of the biennium with **four (4) per year.**
2. Newsletters will be sent to the following:
 - a. All California members.
 - b. International Vice President of the Southwest Region - SWR-IVP
 - c. State Presidents of the Southwest Region
 - d. International Chapter
3. Newsletters will be distributed by e-mail and posted on the California website.

15.3. **Finance Expense** Section C: Budgeted Expenditures

The highlighted portion of the text from the Policies and Procedures indicates new language needed to align with the revised process established by International and the text with strike-through lines indicates language to be removed.

SECTION C: FINANCE / INCOME

COLLECTION OF STATE DUES FROM INITIATES

POLICY:

During each calendar year (January-December), new initiates will submit their California dues to the Chapter Treasurer for submission to the State Treasurer by December 31, and no later than January 31.

1. **PROCEDURE:** Chapters are encouraged to initiate pledges January through April of each year; however, initiation may take place at any time during the year.
2. Upon initiation, **payment of dues and** submission of International form H-103 is to be completed online.
3. International dues for new initiates will be prorated throughout the year. Dues for those initiated January 1 through May 31 shall be \$40.00. Dues for those initiated June 1 to December 31 shall be \$20.
4. California dues from all chapter sisters, ~~including the year's initiates~~, are to be collected and submitted to the State Treasurer by December 31.

There was a question at the last Board meeting about moving funds from one category of the budget to another. Karen made the board members aware that the Policies and Procedures do allow for transfers of funds within the budget if the Board approves them. No change was recommended for the Policies and Procedures in reference to this matter.

15.4 **Finance Expense** Section C: State President's Expenses (New)

Donna suggested that a policy be written to allow the State President \$100 per year to be used at her discretion to defray expenses incurred in fulfilling her responsibilities. Chairpersons of state standing committees have a \$100 line item in the budget, but the State President does not.

The Board discussed the merits of the suggestion and posed examples of its application. Sara stated that as volunteers we should not have to pay for anything out of pocket that is part of executing our responsibilities as officers. Virginia assured the Board that she couldn't think of any incidental or example that we couldn't find a line item for. If we have a receipt for an expense and the Board approves the expense, then she can find a place for the expense in the budget categories (e.g., the courtesy or miscellaneous categories). Both Mari and Sara recommended that we table this discussion until a later date.

Motion: Virginia moved to table the proposed policy regarding the provision of \$100.00 in discretionary funds for the State President. Rosena seconded the motion. The motion passed.

15.5. State Convention Section G: Registration Refunds (new)

New language was added to cover refunds due to members when the state convention is canceled.

SECTION G: STATE CONVENTION

REGISTRATION REFUNDS

POLICY:

The Executive Board may grant a partial refund for the State Convention registration fee after the registration deadline upon consideration of the extenuating circumstances.

PROCEDURE:

5. **Should the State Convention be cancelled, all registration fees shall be refunded.**

All Board members agreed to this new policy wording for Section G. 5.

Motion: Susan moved that we accept the change for Section G: Procedure 5., regarding refunds. Karen seconded the motion. The motion was approved.

15.6. International Convention Section J: Hospitality Event

“California 'gathering' at the International Convention”

There were no changes to that policy. It allows for a state gathering at the convention.

15.7. Block changes in Policies and Procedures (Block vote)

Karen advised the Board to vote on some policies that need changing because they have changed from International Policies and Procedures. The Board voted on them as a block.

Yellow highlighting indicates an area of change to align with International Policies and Procedures.. Strike-through indicates removal of wording. Red text indicates inserted wording.

SECTION A: ORGANIZATIONAL STRUCTURE

COUNCIL-CHAPTER ALIGNMENT

POLICY:

Each California Chapter shall be affiliated with a Council determined by the State Executive Board.

PROCEDURE:

The Immediate Past President will update this affiliation list at the end of each biennium.

NORTHERN DISTRICT

Delta	Golden Gate	Peninsula/S.Bay	Peralta	Sierra
Apha Phi	Beta	Alpha Lambda	Alpha	Beta Eta
Beta Alpha	Phi	Beta Kappa	Alpha Alpha	Beta Tau
Beta Upsilon	Upsilon	Beta Pi	Alpha Nu	
Gamma Lambda	Alpha Omicron	Beta Rho	Alpha Rho	
	Alpha Psi	Gamma Beta		
	Beta Xi			

VALLEY DISTRICT

Fresno/Modesto	Bakersfield
Gamma	Lambda
Xi	Theta
Beta Phi	

MARINA DISTRICT

Channel Islands	Orange Coast
Alpha Iota	Delta
Beta Theta	Pi
	Zeta
	Beta Zeta
	Gamma Mu
	Gamma Nu
	Gamma Tau

SOUTHERN DISTRICT

Inland Cities	San Diego
Iota	Eta
Tau	Psi
Alpha Delta	Beta Omicron
Alpha Pi	
Beta Iota	
Gamma Eta	
Gamma Sigma	
Gamma Zeta	
Fidelis Iota	

SECTION A: ORGANIZATIONAL STRUCTURE
DUES FROM INITIATES

POLICY:

During each calendar year (January-December), new initiates will submit their California dues to the Chapter Treasurer for submission to the State Treasurer by December 31.

PROCEDURE:

1. Chapters are encouraged to initiate pledges January through April of each year; however, initiation may take place at any time during the year.
2. Upon initiation, **payment of dues** and submission of International form H-103 is to be completed **online**, and sent to Headquarters with stipulated fees.
3. ~~New initiates are responsible in December of their initiation year for state and International dues for the following year.~~ **International dues for new initiates will be prorated throughout the year. Dues for those initiated January 1 through May 31 shall be \$40.00. Dues for those initiated June to December 31 shall be \$20.**
4. California dues from all chapter sisters, **including the year's initiates**, are to be collected and submitted to the State Treasurer by December 31.

SECTION A: ORGANIZATIONAL STRUCTURE

LATE DUES FEE

POLICY:

A five dollar (\$5.00) per member late fee penalty will be charged for dues **postmarked** **received** after January 31.

PROCEDURE:

1. The chapter treasurer will collect members' dues by December 31. (See State Dues)
2. Members not paying dues on time will be assessed five dollar (\$5.00) penalty fees for both the State and International dues.
3. The five dollar (\$5.00) late fee penalties will be added to the member payment and forwarded to the California State Treasurer and to International Headquarters.
4. State late fees will be allocated to the Altruistic line item.

SECTION B: BALLOTING COMMITTEE

No changes were made in the language of this Policy and Procedure. The Procedures section needed to be renumbered.

SECTION C: FINANCE/INCOME

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1. **PROCEDURE:** Chapters are encouraged to initiate pledges January through April of each year; however, initiation may take place at any time during the year.
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3. **International dues for new initiates will be prorated throughout the year. Dues for those initiated January 1 through May 31 shall be \$40.00. Dues for those initiated June 1 to December 31 shall be \$20.**
4. California dues from all chapter sisters, **including the year's initiates**, are to be collected and submitted to the State Treasurer by December 31.

Scholarships, Grants, Awards Section D: (New)Membership Plaque

SECTION D: SCHOLARSHIPS, GRANTS, AWARDS

CHAPTER PERPETUAL MEMBERSHIP PLAQUE: *Outstanding Positive Net Growth*

POLICY:

The California Chapter Perpetual Membership Plaque will be presented at the appropriate district conference following the State Convention to the chapter with the highest sustained net growth for the two years of the preceding biennium. (See Section G: State Convention, Perpetual Membership Plaque)

PROCEDURE:

1. The award is based on net growth, not including those members lost to Omega Chapter.
2. The award will be based on chapter membership information as of May 31 of the second year of the biennium. New members must be initiated by that date and Form H-103 **must be submitted online.** ~~along with required fees, received by International Headquarters.~~
3. Using the data reported in the *International Analysis of Chapter Details*, the State Vice- President for Membership of the previous biennium will review chapter membership information for both years of the biennium.
4. One chapter will be chosen to receive the Perpetual Membership plaque.
5. The name of the chapter receiving this recognition will be added to a plaque to be presented at the next appropriate district conference. The chapter may keep the plaque until the last district conference before the State Convention.
6. The winning chapter will be acknowledged in the President's newsletter following the district conference where the award is presented.
7. Criteria for recognition:
 1. the highest percentage of net growth with a minimum increase of five (5) members in the biennium
 2. maintaining and retaining membership in the chapter,
 3. reinstating members
 4. balancing active members with retired members
8. In case of a tie, the chapter with the greater percentage of active members to retired members will be selected as the recipient.

MOTION: Mari moved that we correct and make the editorial changes to this block of policies and procedures. Rosena seconded the motion. The motion passed.

There was some discussion about the conflict between new members being initiated by the May 31 due date, but they can't be counted in the delegate count (which is due on March 1) until the following year. When the membership count is taken for the membership plaque there can be a conflict or difference in the count, and a chapter may be superseded for the membership award. No action was taken. The deadlines for membership and the delegate count will remain the same until further direction from International Headquarters.

16. Review Recommendations from State Convention Reports

16.1. Feasibility Study A: Combining Districts-Xi proposal: go from 4 districts to two

Virginia explained that when the feasibility study was proposed the situation was different than it is now, referring to the pandemic and the ability to host anyone at Zoom meetings. The idea was that the Board was spending lots of money traveling, while at the same time Valley district membership was dwindling and dues coming in were decreasing. If the feasibility study passed, the Board members would only have to travel to two meetings.

The discussion involved the following concerns:

- The Board would travel less, but members would have to travel further. Board members were concerned that members would not be able to travel longer distances.
- Now that district conferences can be conducted virtually, this is not so much of an issue; potentially more people can be included if they have the technological means to participate virtually.
- Having to travel even further than with four districts might make attendance at the conferences even smaller.
- It is feasible to create only two districts from the four existing ones, but is it necessary? With Zoom capabilities we may choose to do hybrid sessions so that not everyone has to attend a conference in person.
- It will be helpful for the Executive Board to research how best to stream the hybrid sessions.

Motion: Virginia moved that it is not feasible to combine four districts to make only two districts. Susan seconded the motion. The motion passed, which means that the feasibility study to combine districts failed.

Karen explained that the Board needed to write a rationale about why the feasibility study is not going forward. Grete will prepare a statement that includes bullet points from the Board discussion, to be reviewed by the Executive Board. Once it is reviewed and finalized it will be sent to Xi chapter and an announcement will be placed in the California newsletter.

16.2. Feasibility Study B- Xi proposal:: Expanded Executive Board Meetings

Xi chapter proposed that Executive Board meetings be expanded to include any member that desires to attend.

The Board reviewed current practice, which is, Susan explained, that the Executive Board has never been a closed body. Anyone is welcome to attend. Committee

chairs can request to be placed on the agenda. Past presidents don't usually attend unless there is an issue.

The Board members agreed that this proposal is superfluous. There has always been an open door policy for visitors. It was suggested that the Board may want to send out invitations to those who may be interested in attending.

Motion: Mari moved that the Board make the following statement in response to the recommendation to expand the Executive Board Meetings: "Since It has always been current practice to include non-members in Board meetings, we feel it is not necessary to make a formal policy." Donna seconded the motion. The motion was approved.

17. State Convention Resolutions- Complete the reading of Report 6.0 State Convention Committee Chairmen from the State Convention Proceedings, 2018-2020

The Board began reading the report of the 33rd State Convention Chairman's Report, 2020.

Recommendations for an on-site convention:

1. Year 1: Discuss location, special needs, potential theme, colors, general format for meetings.
ACTION: Accepted.
2. Start to formalize the convention at the beginning of Year 2 of the biennium.
ACTION: Accepted.
3. The contract with the Doubletree by Hilton San Jose for the 33rd State Convention should be reviewed in the first year of the new biennium, and Karen Kirby be appointed as liaison from the State Board to confirm the components of the contract.
ACTION: Completed.
4. Confirm contract language that states that all convention items are "inclusionary" and allow for flexibility-changes in number of attendees and locations when final planning begins in the second year of the biennium.
ACTION: Accepted.
5. IMPORTANT: When determining registration fee, calculate an additional 35% on top of the base cost of food & beverage (F&B) to cover service charge (SVC) and city hotel tax (a hidden expense).
ACTION: Refunds are not sent until everything else is paid (see the Policies and Procedures). Accepted.
6. Year 2: Review the event contract with the hotel, and revise the registration form to:
 - Clearly define "refund policy". Example: for consideration

“Refunds are subject to hotel contract policies, and after all convention expenses are paid.”

- Clearly state how to “designate” a category or item. “Which one do I check off?” Example: food choice, delegate, longevity, service, etc.

ACTION: Accepted.

7. Whenever the State Convention is not held in the same district as the State President, continue having two “teams”: 1) the convention Registrar and the Treasurer located for easy access to the State President, and 2) if possible, the Convention Chairman located in proximity to the event venue for ease of coordinating the host council.

ACTION: Accepted.

8. Using the hotel’s Banquet Event Form, plan a “walk-through” meeting with the on-site staff the day before the convention is essential. Keep those sheets readily available throughout the convention for reference.

ACTION: Accepted.

9. Planning a Friday “meet ‘n greet” activity to coincide with registration is a good idea, but if food is included, keep it simple- a “reception”, NOT a “sit-down dinner”. Difficult to control.

ACTION: Accepted.

10. Engage the nearby and/or district councils/chapters for support and materials. Get items or services donated whenever possible. Involve as many chapters and sisters as possible to share in the many tasks and expenses of a convention-- buy-in to the event. Solicit donations of materials, and gifts, as well as time.

ACTION: Accepted.

11. Create certificates to honor special recognitions to present during the convention: Betty Rosenberg “Golden Chapter”; altruistic project for the biennium to accompany the final check; perpetual membership award; recipients of the Eleanor Bendell State Scholarship and the Excellence in Education award; etc.

ACTION: Accepted.

12. Assign one person to facilitate and manage all technology presentations, i.e. Power Points; sound/music; officer reports--treasurer, altruistic projects; awards, etc. More visual engagement for participants during the business sessions.

ACTION: Accepted.

13. Have a sign-up sheet for banquet seating at the registration table. Arrange for reserve seating at the banquet for dignitaries and special guests, i.e., guests and capter sisters selected by incoming and outgoing State Presidents, International guests, Past-Presidents, etc.

ACTION: Accepted.

14. Collect “evaluation” forms after the convention via Survey Monkey.

ACTION: Accepted.

15. Ask Past Presidents to bring and display the Historian’s book representing their biennium, as well as, encourage chapters to bring and display chapter archives at the archives table.

ACTION: To be considered. (There is not a lot of time to review the archives displayed during the convention.) The Sergeant-at-arms might need to appoint someone to help.

16. Encourage chapters to develop a chapter banner for display- fraternity education.

ACTION: Ongoing.

Recommendations for a virtual convention:

1. Assign one person to research and develop the meeting/webinar format and service provider. That person will control and arrange all meetings.

ACTION: Accepted.

2. Assign one person to facilitate and manage **all** technology presentations throughout the convention, i.e. PowerPoints; sound/music; officer reports- Treasurer, altruistic projects; awards, etc. More visual engagement for participants. These two tech people coordinate events on the presentation platform.

ACTION: Accepted. It is important that only one person is in charge. One in charge of house; one in charge of technology. Make that clear to the hotel.

3. Assign the Balloting Chairman to research and set up balloting for the convention using a survey platform, i.e. Survey Monkey. Research the possibility of balloting via Survey Monkey for an on-site convention.

ACTION: Accepted.

4. Create a schedule for virtual events.

ACTION: Accepted.

5. Practice sessions should be arranged with specific goals and include specific participants to address the goals.

ACTION: Accepted. The balloting chairman can look into how ballots will be taken. (It is no longer the job of the Sergeant-at-arms.)

6. Collect “evaluation” forms after the convention via a survey platform, i.e. Survey Monkey. Research the possibility of submitting evaluations via Survey Monkey at the close of an on-site convention. The platform does not have to be limited to Survey Monkey.

ACTION: Accepted.

7. Create certificates to honor special recognitions to be mailed after the convention: Betty Rosenberg “Golden Chapter”; altruistic project for the biennium to accompany the final check; perpetual membership award; recipients of the Eleanor Bendell State Scholarship and the Excellence in Education award; etc.

ACTION: Accepted.

Report of the State Convention Registration Chair:

1. Recommendation that the registration form include a line for the sending member's address in case that a check needs to be returned. It would be much easier than saving all the envelopes.
ACTION: Accepted. Cross reference with the registration suggestions page 2, number 6 for the next convention. (include a line for the sending member's address)

Report of the California State Convention Treasurer 2020

1. Since this year's convention was held virtually, I recommend that the 2020-2022 Convention Treasurer refer to the 2018 State Convention Treasurer Report as well as this one as you plan for the 2020-2022 biennium. The 2016-2018 Convention Treasurer, Rita Prichard, has excellent recommendations on her 2018 report.
ACTION: Accepted. The incoming State Chairmen in all categories should look back at past conventions. There are really good recommendations.
2. This is a hope, not a recommendation, that we will be able to return to a normal convention in 2022.

2020 State Convention Report of Balloting Chairman

There were no recommendations.

ACTION: Accepted.

2020 State Convention Report of Decorations Chairman

There were no recommendations.

ACTION: Accepted.

New Business

18. Future Plans

Sara raised the question about when the Board ought to meet next. The next act will be Fraternity Ed for the next Northern District Conference. Sara wondered about how the Board will inform members about all the changes in the organization. She asked the Board to think about this as it prepares for the next meeting..

Rosena proposed a game show based on "To tell the truth" (Guess who is the real Agnes Shipman?) Members get questions and decide True or False so they could be engaged in the process. We can also create a poll for the members regarding what the truth is. June Bellamy wrote the 7 page script. The activity can be translated from in person to virtual..

Virginia suggested that the panelists could be other ADK people like Judy Ganzert and Mollie Acosta (when they introduce themselves at the end, for example). Sara assigned the Board homework: what fraternity education facts should be woven into this "show"? We can use this activity to update our members on the changes in the structure of our organization that come from our July convention.

The Board will reconvene the meeting on June 11, 2021 at 10:00 a.m.
The meeting adjourned at 4:51 p.m. on May 26, 2021.

The meeting reconvened at 9:08 a.m. on June 11, 2021. All the Board members know the norms we have agreed to follow during the meeting.

All Board members were present.

Upon reconvening, additions were made to the agenda:

- 19.7. Signing on to accounts
- 20.8. Recognition for Barbara Hill
- 20.9. Recognition of Mollie Acosta as incoming International President

There was one correction to the agenda: 25. Adjournment was renumbered to 26. Adjournment.

The additions and renumbering were accepted by the Board.

The meeting began with a continuation of the discussion about point 18 of the agenda:

18. Future Plans

Rosena proposed a version of “To Tell the Truth ” for the Board’s presentation of Fraternity Education during next year’s District Conferences. She asked each Board member to give her feedback on this idea. Overall, the feedback from each board member was positive with the caveat that adjustments needed to be made from the original document so that the activity is updated and meets the purposes for Fraternity Education that the Board desires.

The Board considered options for adapting “To Tell the Truth” to make it their own or whether to consider another form of skit like “Face the Nation”. There was discussion about whether to include information about the new organizational changes to Alpha Delta Kappa within the skit and what other information to emphasize. Ultimately it was agreed that the Board would commit to the adaptation of “To Tell the Truth”. The Board will include up to date information in the skit pertinent to our current biennium. Virginia, Karen, and Susan volunteered to assist Rosena with the script writing. Some polls will be included in order to bring in audience participation. Rosena must play a major part in the

skit because she is planning this conference cycle. As President, Sara can introduce the organizational changes to AΔK in her speech during each conference.

19. Calendar

Sara reviewed schedules and times for online sessions of the International Convention from July 5-16, 2021. She requested that the Board members attend all business meetings, attend the Southwest Region meeting July 14, the Ed Symposium on July 15, and , especially represent California when current President-Elect, Mollie Acosta, is sworn in as International President.

Rosena noted that during the first week, from July 6 through 9, there is a plenary session for all members at 9:00 PDT which serves as a jump start to the theme for the day. The four themes for the workshops were: Diversity and Inclusion; Learning; Leadership Development; and Sisterhood. The second week of the convention, July 13-16, there will be three different Keynote speakers. Mollie Acosta will be installed as International President on July 16.

19.1. Executive Board meetings

Chapters are beginning to have face to face meetings;

Sara is ready to have live Executive Board meetings. The Board can travel to be together even when a District Conference may be virtual. Discussion ensued about the advisability of the Board traveling to meet in person for District Conferences versus being more conservative with expenses and not traveling. The possibility for getting the Board together for team building was brought up.

Sara agreed with the need to have a way for us to bond during a leadership retreat. At this point there will be no other extra meetings on the 2021-2022 calendar beyond a leadership retreat.

19.2. Summer Leadership Retreat

There was consensus that a summer leadership retreat must be convened before the first district conference on October 2. Donna brought up the importance of continuing the Board's work of applying the strategies introduced to the Board by the Peninsula Conflict Resolution Center (PCRC). The Board agreed to set aside the time for travel during the second week of August, possibly to Seal Beach. The outlines of the trip will allow for travel time and for three days of business meetings. The retreat will be an opportunity for officers to carry out a handover of documents which we have been unable to do because we have not yet met face to face.

19.3. Travel to central spot for Northern Conference

The Board did not accept the option of traveling to meet in a central spot for the Northern Conference October 2.

19.4. Travel to Valley Conference Location

Travel to the Valley Conference in November is pending depending on final arrangements for the conference.

19.5. Technology training of Website, Zoom and eBlasts

Sara described the need for Rosena and her to learn how to work with the website, Zoom and eBlasts. All Board Members can learn how it all works even though we may not be *allowed* to do it. Mari pointed out from personal experience that it's not good for only one person to know how to run the website. Sara clarified that she and Rosena need the knowledge and any Board members who want it can be trained. Only one person runs the eBlasts, but all Board members will be invited to the training.

19.6 Past Presidents' Party

Sara outlined reasons to recognize those who have served us. Excellence in Education is part of her banner. We must recognize those who have been carrying on the education. Sara requested the Board's support to honor the past presidents and find out their stories and hear their voices.

Grete proposed holding something during Founders' month. Donna suggested sending out a Doodle to find out what dates work for the past presidents. Susan emphasized that it is very important for past presidents to be recognized in their district during conferences, and perhaps more time should be spent with them. Karen reminded us that it is current practice to recognize past presidents at each district conference.

19.7. Signing on to Accounts

New signatures for current officers of the Executive Board are still needed for business checking, two savings accounts, and the convention account (which does not have to do with Virginia); the convention treasurer could be added at the same time. The Board would like to take care of this business when the Board meets for the leadership retreat in August.

Karen, Rosena, Virginia, Susan, Sara, and the Convention Treasurer could meet at Wells Fargo in person outside the time specified for the leadership meetings. It will be necessary to call in advance for an appointment with a banker. Once reservations have been made for the leadership retreat, Karen will set up an appointment with Wells Fargo because she is on the account. Donna will look into hotel reservations in Seal Beach and locate the closest Wells Fargo.

20. Financial Topics

20.1. New Day Check

MOTION: Mari moved to send New Day for Children a check for the chapter contributions from the first year of the biennium. Rosena seconded the motion. The motion carried.

Virginia reported that \$3,530 was sent to New Day for Children (New Day) for the first part of the biennium.. New Day sent a thank you note.

20.2. DigDeep, Navajo Water Project funding from Southwest Region.

So far approximately \$4,500 has been contributed from the seven states in the region.

20.3. GoToMeeting

Karen had an account; Diana Galvan had cancelled the account so GoToMeeting shouldn't have made any charges to the account. The Board should dispute it.

Karen needs to look into it because the charge is on her credit card. The account must be canceled so there won't be any further charges. Karen will look into this once again with Diana.

20.4. Zoom Charge

There was discussion about who is responsible for paying extra Zoom fees as they are incurred. The case in question was Alpha Psi's fundraiser. John Rothman was the speaker at the event. Over one hundred people attended the event so there was an extra charge of \$50.00. It was decided not to charge the chapter; the fee has been paid. Mari wondered if the Board will continue to host chapter meetings via Zoom. Chapters might want to do face to face meetings that also allow for a Zoom option (hybrid model). Sara urged us to consider future needs; in so doing the Board must continue hosting/sponsoring Zoom meetings for chapters.

Mari suggested keeping basic meetings with additional fees paid by the responsible chapter. She also suggested that the Board investigate the cost of a yearly account to see if it's cheaper than the current fee of forty dollars (\$40.00). If we keep the option open for chapters and councils to have virtual meetings via Zoom, there are advantages:

People who move out of state can maintain their membership in the chapter; people who must stay at home can attend meetings from home.

Motion: Mari moved that we continue our practice of paying the basic fee for Zoom conferences with the availability for the chapters and to cover district conferences. If extra fees are incurred, then the chapter or council that incurred them would need to be responsible for paying them. The motion was seconded by Karen. The motion was approved.

Karen will write up a Policy and Procedure regarding this motion. The Board will revisit this topic in August during the leadership retreat.

20.5. Review and Payment of Orally Submitted Bills

Sara emails copies of the bill for the credit card to Virginia and that works. The Board needs to review the procedure in August..

20.6 Peninsula Conflict Resolution Center (PCRC)

PCRC has not yet billed us for services rendered. Virginia will send us an email. A bill received would be covered by our original motion at our special “called” meeting in February, 2021.

20.7. Unclaimed Money Update

Virginia reported on the issue of unclaimed money. The Internal Revenue Service (IRS) has advised the Board that there is a problem due to unclaimed money. The money is unclaimable. It involves unknown amounts of money, possibly from disbanded chapters. We don’t have the EIN numbers for all of the chapters that disbanded, so we can’t prove ownership to the IRS. California Alpha Delta Kappa does not have a California EIN number.. The accountant that files the state and federal taxes uses the federal EIN number.

Marlene Cordova (immediate past state treasurer) has talked with the IRS. We would need to ask the chapters that no longer exist to claim the money. In the future, as chapters disband, we need to make sure that all funds have been distributed back to the organization.

The person in charge of the Noel Leonard account, LaShann Packett, no longer works at Headquarters. Virginia hasn't had contact with Headquarters since LaShann left in December

Directions on how to fill out treasurer forms are in the Treasurer’s Corner on the state website. Karen set up these instructions when she was treasurer. Other states are calling Virginia for help. International Headquarters will also use them to send to everyone because they are clear and useful.

20.8. Recognition for Barbara Hill

Karen presented the Policy and Procedures regarding Memorials. A one hundred dollar (\$100) contribution will be made to the Living Legacy Fund in Barbara's honor. Barbara had transferred to Washington Nu.

MOTION: Karen moved to send a one hundred dollar (\$100) contribution to the Living Legacy Fund in honor of Barbara Hill. Rosena seconded the motion. The motion carried. The money will be taken from the altruistic account.

20.9. Recognition of Mollie Acosta as incoming International President

The Policies and Procedures specify that we honor Mollie with a gift as incoming International President. The plan is to send a floral arrangement near the day of installation to her home in Orange County so that it may serve as a centerpiece during her streamed installation as International President. Funds for the floral arrangement would come from the courtesy account.

Karen and Mari volunteered to investigate options for an arrangement of plants to be delivered to Mollie a couple of days before July 16, 2021.

Motion: Donna moved to provide Mollie Acosta a gift arrangement or plant up to one hundred and fifty dollars (\$150) in recognition of her being installed as International President. Susan seconded the motion. Donna amended her motion to spend up to two hundred dollars (\$200) for Mollie's gift because it should be large enough to be easily seen during the streaming of the installation. The amendment was approved..

21. Membership

Mari reported that about 40 chapter needs assessments have been turned in. Mari spends an hour on each one responding to them individually. Jeannie Hinck, Southwest Region Membership Chair, also writes in response to all one hundred and twenty of the chapters in the region. All the results must be compiled and sent in to Headquarters by July 10th.

22. State Convention- All inclusive (equity, opportunity, informed decisions)- TABLED

Note: Sara will get started on State Convention preparations and will need to submit and pay bills. In regards to **22.1** Karen made a correction on the agenda. The strikethrough indicates wording replaced by the wording highlighted in yellow. Item **22.1** of the agenda should read: Bank Account Signatures- Karen will turn over to Sara **the new state convention treasurer** the bank account to get started on the State Convention.

23. Questions, Comments or Announcements and Other Zoom Usage- TABLED

Sara commented on point **23.** that she wants to make certain the state convention is streamed.

24. Round Table

25. Closing Thoughts

“Turn your wounds into wisdom” (Oprah). We have survived and our wounds are healing. We are stronger after a period of disharmony. We are “California proud” and California strong. Leadership is about vision and responsibility, not about power. We are acting to move our sisterhood forward.

26. Adjournment-

Sara reviewed actions to be taken; she thanked Rosena, Susan and Karen as script writers for the Board version of “To Tell the Truth”, she gave the Board a reminder about attending the International Convention; and she suggested having watch parties for surrounding chapters.. Karen offered to take dinner for one of the dinners during the leadership retreat. Mari will assist with another meal. The remaining Board members can bring snacks and a favorite beverage.

The meeting was adjourned at 12:36 p.m.

Submitted by:

Grete Lima

California Alpha Delta Kappa State Secretary

2020-2022