



California Alpha Delta Kappa Executive Board Meeting November 5-7, 2021

Minutes: in person meeting

Friday, November 5, 2021

1. Call to Order and Meeting Norms

Sara called the meeting to order at 3:38 p.m. on Friday, November 5, 2021. Susan read the norms and the motto “All for one, one for all.”

2. Silent Roll Call

Present:

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

3. Opening Thought

Donna described the kindness associated with our Alpha Delta Kappa sisters, which can be described as empathy, or understanding others’ situations. Donna passed around the “kindness rock”, which can be used to warm one’s heart as members hold it and think of a word that is associated with kindness.

4. Valley District Conference Plans

Valley District is the trendsetter by having the first “in person” conference since the COVID pandemic began in March of 2020. Susan assisted the Board by providing face masks and hand sanitizer for this District Conference.

4.1. Program Review

Minutes/roll call

Pledge- Susan Raffo

Treasurer Report- Virginia

Membership Report- Mary

Opening thought- Donna

Introduce violet, silver, sapphire, gold, diamond, platinum membership levels
-Rosena

Introduce Board- Rosena

President’s message- Sara

Break

Fraternity education- State Board members’ skit

Speaker- a guest speaker who educated us about the San Joaquin River Parkway.

Lunch- box lunches catered by Panera

4.2. “Going Live” revisions

Rosena reviewed the necessary adjustments to the “To Tell the Truth” skit which would allow the Board to perform in person rather than remotely.

4.3. Covid policy

Face masks can be removed at the podium. The Board will wear face shields only for the skit. Masks can be removed for photos.

5. Approval of Agenda

Sara proposed a change to the agenda. 14.2. was changed to:

14.2 International Survey of the California Resolution.

Karen and Susan added:

16.3 Email Communication Discussion.

Virginia added:

17.1. Wells Fargo Changes.

The agenda was accepted as amended.

6. Secretary's Report- tabled until Saturday, Nov. 6 when the Board meeting is reconvened

6.1. Discussion of October 1-3, 2021 Draft of the Executive Board Minutes

The October 1-3, 2021 minutes will be on the agenda for approval at the January 2022 State Board meeting.

6.2. Correspondence- The Board sent responses to the two resolutions approved by the delegates at the 2020 State Convention to Xi chapter, the chapter that submitted the resolutions for consideration.

7. Treasurer's Report

7.1. Current Budget Status Report

Balance as of November 2021:

Bank Accounts

Wells Fargo Bank	WF Checking	\$26,767.57
	WF Reserve	\$45,995.70
	<u>WF Scholarship</u>	<u>\$10,915.47</u>
TOTAL Bank Accounts		\$83,678.74

Investment Accounts

Noel Leonard AΔK Foundation	<u>\$75,704.46</u>
TOTAL Investment Account	\$75,704.46

OVERALL TOTAL **\$159,383.20**

<u>Other Important Information:</u>	<u>Balances:</u>	<u>Given:</u>
CA Crisis Fund	\$6,849.25	\$9,000.00
AΔK Foundation	\$2,796.21	
New Day for Children	\$1,200.00	

Awarded in 2020-2021:

Noel Leonard Scholarships
District Mini-Scholarships

Awarded in 2021-2022:

Excellence in Education
District Mini-Scholarships

Diana Galvan, Marlene Cordova, and Virginia Riding, State Treasurer, met to update the current budget to show actual income/expenses for this year of the biennium.

Due to the ongoing decline in membership, State Board income for 2020-2021 was less than expected. However, the COVID pandemic is actually saving the Board from incurring the usual expenses this year. At the same time, rising prices for airfare and gasoline will raise travel costs for the Board in the future. Consequently, the State Budget for 2022-2024 will rely on carryover from this biennium.

Karen asked Virginia to double check the entry of the bills from Peninsula Conflict Resolution Center (PCRC- a leadership training approved by the Board) and the Leadership Retreat.

In an effort not to take funds from membership dues, the Board discussed using the Noel Leonard foundation to pay for PCRC training.

There was further discussion about how to pay for PCRC training. One option was to tap into reserve money. Another option was that the money could come from a transfer of unused funds from 2020-21.

MOTION: Karen moved that the bill for the Peninsula Conflict Resolution Center be paid from the Reserve Account. Susan seconded the motion. The motion passed.

There was no action taken regarding payment of the Leadership Retreat expenses. The discussion was to be continued after verification of expenses.

7.2. Dues Report

There is a lot of confusion among members about paying International dues online. The H-138 form showing paying members is no longer sent out from International, so Virginia doesn't have a way to confirm who needs to pay their dues.

The meeting adjourned at 5:08 p.m., Friday, November 5, 2021.

Saturday, November 6, 2021

Sara reconvened the Board meeting Saturday, November 6, 2021 at 3:19 after the Valley District Conference. Susan reminded the Board of the norms and the motto, "All for one, and one for all."

8. Membership Report

Mari reviewed the membership report, noting the high numbers of resignations and the fact that membership has dipped below 1,000.

Active Membership	995
Reinstated	2
Transferred	0
Resignations	44
Omega	19
Initiated	20
Number of Chapters in California	44

9. Historian/Sergeant-at-Arms Report

Susan shared a picture of past presidents of California. Dorothy Vaio, Alpha Chapter, helped to identify the sisters by name. Susan reminded the Board that 2022 will be the 75th anniversary of Alta Delta Kappa in California.

Past President Barbara Hill recently passed away and the Board sent an honorarium to the Alpha Delta Kappa Foundation in her honor.

Dorothy Vaio requested that the Policy and Procedure related to this honorarium be revised to direct that an acknowledgement of the honorarium be sent to the next of kin by the State Secretary.

10. Evaluation of the Valley District Conference

The Board members observed and agreed that the Valley sisters were very welcoming and receptive to the conference program. Sisters from Bakersfield traveled by train to attend the conference. There were 33 sisters in attendance; twenty eight sisters filled out an evaluation form.

Rosena summarized the evaluations based on a quick review of the forms turned in. The rating scale was 1 through 5, with 5 being the highest positive rating. Rosena counted 23 evaluations, all with scores of 5. Five other evaluations had scores of 4 and 5.

Rosena also summarized the comments from participants by saying that their reason for attending and benefits received by attending were one and the same: the “social” aspect of being there with other sisters. There was a great need to meet in person. One sister commented: “One of the best I have attended.” Rosena found no negative comments. Even though it was a long meeting, no one complained (there were a couple of breaks during the program). The conference was about friendship and networking.

One attendee asked: “What are the different jobs in ADK? How do they make connections?” There was at least one guest present with Xi chapter, and this may have been her question.

11. Marina District Conference Plans

The Marina District Conference is set for January 22, 2022.

Mari reported on planning for the Marina District Conference. Everything is going well because the chapters are taking care of everything. The contract with Old Ranch Country Club was renegotiated. The required down payment of about \$1500 was paid immediately. In order to cover all the costs, 50-60 people need to attend. Unfortunately the 22% charge on top of the taxes really brings up the cost significantly.

Rosena reported on her hotel research for the Board's visit at Marina Conference. So far the news on the hotels is not promising. They either are not acceptable or they are very expensive. Courtyard by Marriott is only 5 miles from Old Ranch Country Club, but it only had king size beds available. She will continue the search for lodging for visiting Board members.

The Board reviewed the Policies and Procedures regarding funding for District Conferences. If the hosting Council doesn't have "start up" funds, they may request a loan in writing from the Executive Board. The Policies and Procedures limit help from the Board to \$500 for a down payment. The Council must repay the "start up" funds at the end of the Conference.

The Board recommends that two people from the council go to negotiate contracts for venues.

Discussion continued about possible means of assisting the Councils in securing the funding necessary to hold their conferences.

- According to the state Handbook, if the District Council decides to have a raffle, in order to follow IRS requirements to maintain its non-profit status, the Council must give 90% of the proceeds to an altruistic project, and 10% can go to offset the costs of the conference.
- Karen reported that the Policies and Procedures also allow for having a fundraiser to gather funds for the conference.

The council in charge of the Marina District Conference will know how many people plan to attend by December 5, so they'll know if fundraising is necessary.

12. Election Applications for 2022-2024

Applications to apply as candidates for a state officer position are due by November 30. The Board needs to find out if there are any members from our Councils who are volunteering for positions as officers. Although Sara has been talking with potential leaders the Board has no knowledge of anyone who has applied at this point.

Ideally there needs to be a balance of Board members from the four districts. Candidates must previously have served as chapter president. Those interested who have not applied by the deadline can apply as a candidate “from the floor” between January and May, but they must go through the Candidate Qualification Process. Those who do are then nominated from the convention floor.

Everyone must remember that the Board cannot campaign for candidates and candidates cannot campaign.

13. International Bylaws update- Tabled until January

Susan noted that state Bylaws Chairmen must align state Bylaws with International Bylaws and make changes by March 15, 2022.

14. Feasibility Study for Resolutions Update

14.1. Extended Board Meetings Pilot Program (Grete, Karen, Sara, Susan)

Grete offered to write first draft guidelines for the pilot program for the Extended Board meeting concept. She will forward them to all committee members before a remote meeting is called to preview with the Board, or before the Pilot Program is placed on a regular meeting agenda. Attempts will be made to give clear guidelines modeled after school board meetings where the public may speak to certain issues.

14.2 International Surveys of the CA Resolution from the 2021 Convention

The International Executive Board sent a survey to Chapter Presidents regarding the California resolution requesting that it be possible for a chapter to earn a pearl by sending members to a State Convention in place of attending a Regional Conference or International Convention. The Board regrets not having input on the questions placed on the survey because the survey missed the point of the resolution.

The survey is due by the 14th of November. Sara is going to contact the person responsible for the survey to let them know there are 6 pearl chapters who feel defeated because they send delegates to the State Convention and they don't get recognition for doing so. Karen saw this happen in her biennium.

Sara also plans to write a letter to the chapter presidents to let them know that the Board plans to work on the re-wording of the survey. Sara and Karen will speak to the Ad Hoc Committee Chairman about the purpose of the resolution.

15. California State Convention Update

Sara and her team went to San Jose DoubleTree by Hilton to meet with the event coordinator. It is a wonderful venue for the convention. The convention budget will be ready for the January meeting. Sara wants every chapter to have a job at the convention, in the hope that participation will bring out more interest in the convention. She has established Decoration Committee Chairs per each event.

Donna will need a chapter located in the vicinity of San Jose to help her with the Omega service on the last day of the convention. The service will be held in the same room as the Leadership Breakfast.

15.1. Registration

The Registrar works very closely with the Convention Treasurer. Lots of the work is done online.

15.2. Sales at Convention

The Board will charge a fee to chapters that use tables to sell fundraiser items.

15.3. State Officers' Responsibilities (tabled until January)

The budget has line items for expenses of the Executive Board at the state convention. Board members must be aware of the receipts that need to be turned in either to the State Treasurer or to the State Convention Treasurer.

15.4. Noel Leonard Grant Recipients

Each Council will choose one "first timer" from their Council to receive the \$100 stipend. The Council president sends the name to the State President for recognition. The stipend will be paid to the recipient by the State Treasurer AFTER the convention; after the recipient has registered and attends the convention. The grant is funded by a line-item in the budget for Leadership.

15.5. Eleanor Bendell State Scholarship

This scholarship will be discussed by the Board as part of the proposed budget for the next biennium.

15.6. Betty Rosenberg Golden Chapter Award

This item was not discussed. It will be carried over to the January agenda.

15.7. Rules for Convention

This item was not discussed. It will be carried over to the January agenda.

15.8. Leadership Breakfast

As incoming state president, Rosena will be in charge of the Leadership Breakfast. A representative from the International Executive Board will be assigned to the State Convention. Rosena will need to negotiate with that representative the amount of time that person needs to speak at the breakfast and/or at the business meeting during the convention.

15.9. Banquet

Decisions have not been made yet for the banquet. The food will be requested from the "short menu". Susan Raffo will serve as manager of "the house", so she can help Sara figure out what is needed.

16. Communication

16.1. Sister Chats with Sara= Canceled

Sara's Sister Chats were canceled because there are now too many ongoing sister chats.

16.2. Chapter President Communications

Sara communicates directly with the Chapter Presidents and asks them to send the information she shares directly to chapter membership. She has no way of systematically verifying if the membership is getting this information.

Sara recommends that chapters find a way to assist their members in writing applications for the scholarships that Alpha Delta Kappa offers.

16.3 Communication between Board Members

The Board discussed how best to have open communication with other Board members depending on the topic or the complexity of the message. It is not necessary to answer "Reply All" when all that is needed is to confirm receipt of a message to the sender.

There is concern that if the Board members always "Reply All", the email chains get very long and important information in the emails tends to get buried. The words on the page do not allow us to "read" the tone of voice or facial expressions, for example.

Some topics are more urgent and require a means of communication that allows the participants to hear the messages and see faces, as in a video call like Zoom. Remote meetings may allow us to more adequately read the nonlinguistic parts of the communications. Sometimes seeing and hearing a person is critical to reaching understandings and making decisions.

There was consensus among the Board members that any time there is an urgent issue that needs to be resolved, it is time to call a meeting. Also, there are times when a Board member has been given an assignment to work on and needs Board input; this would be a good time for that member to call a meeting.

Finally, if there is a need to communicate with just one person, we can pick up the phone and speak directly to them.

There were two other requests for clarity in communication:

- Stay on one topic within email threads.
- Send documents and information as attachments so they're easy to find.

The Saturday, Nov. 6 meeting was adjourned at 6:21 with plans to reconvene on Sunday morning, November 7, at 9:00 a.m.

Sunday, November 7, 2021.

The final day of the California Executive Board meeting was called to order at 9:09AM.

New Business

17. Review and Payment of Bills and Wells Fargo Changes

17.1 Wells Fargo Changes

Virginia reviewed the changes in the state accounts due to changes in Wells Fargo bank policy. None of them apply to the State Board accounts so business will continue as is.

18. 2022-2024 Proposed Budget

18.1 Budget Descriptions and Amounts

A team building retreat can be viewed as a wise expenditure; also the Board noted that during the pandemic, the Board saved money by participating remotely in Board meetings, the Regional Conference, and so far, five of the District Conferences from this biennium.

In light of the aforementioned, the Board initiated a discussion to review hotel charges for the Leadership Retreat held in August. Sara tabled the discussion until the Board receives the full breakdown of expenses from the Ayres Hotel. She personally will request the accounting of the Leadership Retreat from the hotel. The review will continue either at a called Zoom meeting or at the January Board meeting.

Sara requested, in order to stay transparent, that payment for the PCRC training come from the Leadership category of the budget.

A Budget Committee consisting of Virginia Riding, State Treasurer,, Marlene Cordova, Diana Galvan, Lynne Keating, and Karen Kirby assisted in formulating the proposed budget for the next biennium. In order to calculate the State Board income from dues, the estimate of dues-paying membership was lowered to 950 sisters. In the 2022 - 2024 budget, carryover from the prior biennium for the first year is \$6230. \$5826 was allotted to be carried over for the second year. Revisions to the budget must be approved before the work of the committee is done.

Due to the rising costs of hotels, the Board recommends that only the President and President-elect can be paid to go to the Regional Conference in Honolulu to participate in officer training.

The Budget Descriptions must be approved by the Board as well. The Budget Descriptions from the 2020 - 2022 biennium will be used because there are no additions or corrections to them.

Motion- Karen moved that the proposed budget, 2022-2024, be approved as amended. Donna seconded the motion. The motion was approved.

18.2. Potential Member Scholarships- Discuss with Budget

In the past the Eleanor Bendell State Scholarship has been \$2,500. The scholarship is to be awarded to a member who is actively engaged in the field of education for the purpose of professional growth. It was not awarded last year.

Motion: Karen moved to award \$2000 for the Eleanor Bendell scholarship.; Rosena seconded the motion. 6 voted in favor and 1 voted against. The motion was approved.

19. Regional Conference Plans- Honolulu

The question was raised about whether the Board wants to participate in a cultural fair at the 2022 Southwest Regional Conference in Honolulu. The new Board will only have one week to prepare, so the current Board would need to help Rosena and the President-Elect prepare the activity beforehand. The current Executive Board members readily agree to help Rosena and the President-Elect prepare for the cultural fair.

Motion: Susan moved that the current California State Board participate in the preparations for the cultural fair in Honolulu. Donna seconded the motion. The motion passed.

The Cultural Fair at the Hawaii conference will take place on Friday, June 3. The Board will call a Zoom meeting to help Rosena prepare.

20. Policy and Procedures Update

Karen will work on reviewing Policies and Procedures already brought up for possible change.

21. Questions, Comments, Announcements, and Other

Application for officer positions can be found on the state website on the column to the right under Forms.

Liaisons can send a memo to Council Presidents regarding the promotion for new volunteers for state officer positions. Nominees who cannot apply by the November 30 deadline can still apply up until the day before the convention, but they will not be included in the convention packet.

22. Closing Thoughts by Donna

We are thankful for surviving and for observing kind actions. The “kindness rock” is turned into a “thankful rock”. May we all work together with an attitude of thankfulness and cooperation.

23. Adjournment

Sara adjourned the meeting at 11:07 on Sunday, November 7.

Submitted by:

Grete Lima

California State Secretary

2020-2021