



# California Alpha Delta Kappa

**Executive Board Minutes  
October 1-3, 2021  
Zoom meeting**

## 1. Call to Order and Norms

President Sara Cooper called the meeting to order at 2:01 p.m. on Friday, October 1. Susan Raffo, Sergeant-at-Arms, reviewed the agreed upon revised norms and strategies for a virtual or in person meeting with the board. She reminded us of the motto, “All for one and one for all.” The board may add norms at a later time.

## 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

### Absent:

Chaplain	Donna McCartney, Gamma
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## 3. Opening Thought- Sara

As we travel, we see some who are taking preventive measures during the pandemic, and many who are not. It is a relief to be out and about. May all continue to be well.

## 4. Quick Review of Northern District Conference Plans

Everyone got their revised script for “To Tell the Truth”. Rosena recommended that all participants speed up their presentation so that it doesn’t drag. The Board held one more practice and made adjustments to reports for the Northern conference before continuing the Board meeting.

## 5. **Approval of Agenda**

Karen requested 22.1. State Convention be added to the agenda.

## 6. **Secretary's Report**

### 6.1 Approval of Executive Board Minutes

Grete sent the May 26/June 11 Board minutes as well as the minutes from the Leadership Retreat in August for the Board members' perusal in advance of the Board meeting. There being no objection to either set of minutes, the May/June and August minutes were approved as written.

### 6.2. Correspondence

#### **Received**

June 5, 2021: Virginia received a \$600.00 donation from CA Beta Eta for A New Day for Children.

#### **Sent**

June 5, 2021: Virginia sent an email and a card thanking CA Beta Eta for the \$600.00 donation for A New Day for Children.

### 6.3. DigDeep Results

Grete gave an update on the donations from the Southwest Region's fundraiser for the DigDeep Navajo Water Project. As of Sept. 30, the total for online donations is \$2,535.90. The total of donations sent to DigDeep headquarters is \$7,795.00. The grand total is \$10,280.90. Grete thanked the Board once again for the support to take the idea of the fundraiser to the regional level.

## 7. **Treasurer's Report**

### 7.1. Current Budget Status Report

Account totals look healthy at this point with an overall total of almost \$160,000. A couple of bills are coming in to be paid, including a bill coming from Zoom and some other monthly bills. Almost \$46,000 is being held in reserve for emergency purposes as required by law. No money has been distributed from the scholarship account. Virginia is hopeful that as the pandemic recedes we will have more applications for scholarships.

Scholarship-\$ 88,453.73

Noel Leonard Found'n: \$75,704.43

The California Crisis Fund is for any educator suffering an emergency situation.. Virginia expects that more contributions will be made to the fund, and she also hopes more money will be distributed to those who need it.

Karen pointed out that the budget for the new biennium must be approved by the Board in November so that it and the description of the budget items can be placed in the 2022 State Convention packet.

Virg. had to do Delta's C-1 and E- post card report. All others have been sent to Virginia as required.

Banking report: Virginia and Rosena now have credit cards. Karen has to cancel her credit card but it is important to claim the points earned from the card first. In the past, Wells Fargo has paid cash for the points, which have been deposited in the State account. Virginia has had to deal with customer service at a call center, but information and instructions have been contradictory. Virginia will continue her efforts to communicate with Wells Fargo.

Virginia thanked Board members who cashed the checks she gave them for expenses at the Leadership Retreat. She will update the forms to request reimbursement.

Virginia plans to hold another Treasurer training to deal with questions about the new International process for collecting dues.

7.2. California Altruistic Project Progress- Support for New Day for Children \$1200 to date has been donated for A New Day for Children, which is a really good start for this year. Sara attended the fundraiser birthday party for A New Day for Children which was held recently. Two hundred people attended.

## **8. Membership Report**

### **8.1. CNA Report Analysis and Chapter Feedback**

#### **California Membership Report**

**As of Sept. 1, 2021**

Total membership in CA - 995

Initiated - 20

Resignations - 44

Reinstatements - 2

Transfers - 0

Omega- 18

This is as of September 1, 2021 based on data from International Headquarters.

There are 7 regions- SW had only 2 applications for regional classroom grants, when each region gets \$400. Mari plans to work on recommendations on how to fill out applications. Other states will get the benefit of the money our state doesn't use.

Karen pointed out that many members were teaching remotely, which may be a reason for the lack of applicants to the classroom grants.

Susan reported that our state classroom grants are for \$500, which is more than the International grants, and we still don't get many applicants. The deadline for state applications is November 15. The Board members, who serve as Liaisons to the Presidents Councils, must promote the grants as a membership benefit.

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

Susan requested a photo worthy version of Sara's logo for the State convention program.

She will be reaching out to historians as they begin to attend meetings in person. Susan plans to hold a training in the spring on how to put together the online scrapbook for the state.

Virginia researched the budget for the state scrapbook for Susan (\$300 on second page of budget under official business). Susan is calculating 118 pages for the scrapbook. Each chapter must contribute their photos for the scrapbook, so Susan will be communicating with the current presidents.

Some chapter historians need training in writing a Historian's report in the form of a monthly diary. The Historians Reports can be included as a gift to the outgoing President along with the scrapbook.

Susan clarified that volunteers for the State Convention Sergeant-at-arms are requested in the convention packet.

Susan also indicated that bylaws approved at the 2021 International Convention are now on the International website. The Bylaws chair has not yet received the template for the state and chapters. Until the template arrives we must use the International Bylaws posted on the website. Susan has requested that the template be created on a Word document to be placed online.

If Chapters need access to their bylaws to take care of bank account issues, they can be found on the California website.

The meeting adjourned for the day at 4:23 p.m. The Board will attend and participate in the virtual Northern District Conference at 10:00 a.m. Saturday, October 2 after which the Board will reconvene at 1:00 p.m. to continue the Executive Board meeting.

The meeting reconvened at 1:14 p.m. with all members present except Donna McCartney. Susan reminded us of the norms and reminded the Board that all Board members are equal in the organization.

### **Unfinished and Continuing Business**

#### **10. P and P for Due Date Altruistic Report**

In reference to the due date for State Altruistic Project nominees:

The Altruistic committee decided that the new deadline of October 1 was not possible to implement this year due to the pandemic. Consequently, the November 1 deadline date remained in place for 2021. For the next biennium of 2022-2024 the deadline for submission of nominees for the State Altruistic Project will change to October 1, as per the new Procedure.

Susan Blough, State Altruistic Chair, contacted the submissions that did not win last year to advise them that they could re-submit their nominations for next biennium.

Karen reviewed the Bylaws. There is no Policy and Procedure that restricts the repetition of a state altruistic program to two biennia. The Board discussed the pros of cons of not repeating the same project for more than two biennia.

**Motion: Susan moved that Karen review the procedure for state altruistic project and that the Board consider wording that limits a state altruistic project to two biennia. Mari seconded the motion. The motion passed.**

## **11. Feasibility Study for Resolutions**

### 11.1. Extended Board Meetings

Both Resolutions that passed at the 2018-2020 Convention were reviewed once again and the Board response for each was re-evaluated.

Resolution Feasibility Study #1: Xi Chapter submitted the resolution regarding combining districts so that the four existing districts would be reduced to two. After discussion, the Board still found combining districts to be disadvantageous. The resolution was denied. Xi will receive a letter of response from the Board indicating the decision and the Board's reasoning.

Resolution Feasibility Study #2: Xi chapter also submitted the resolution regarding an expanded Executive Board Meeting at each District Conference. After re-reading Resolution #2 in full, and discussing all points of view, the Board decided to create a pilot program to be initiated as soon as possible during the current biennium. This pilot program will be carried into the next biennium and will then be evaluated in regards to its benefits for leadership development.

Xi chapter will receive a letter of response from the Board indicating the decision, the Board's reasoning, and an outline of the pilot program to be initiated.

Discussion: Grete suggested we give a formal invitation to committee members; Mari- we don't want the Exec Board to become cumbersome by inviting too many. Virginia: suggests building in an open hour right after the conference; anyone interested could sit through the whole thing; Sara likes the format because when we see problems we can invite the committee responsible; Karen: we need to be definitive about who we want to invite- current committee chairs and maybe immediate past chairs; Sara- people send in their topics, and limit their time so they will be succinct; include Northern in any future extended Board meetings; Susan- be sure to make the point that Boards have always been open- likes the idea of Membership input and likes the time limit; Sara- if we ask for discussion items, we could give it to the Sgt.-at-arms; caveat: it's possible that some topics will be too large for us to discuss at the moment; limit a topic to one speaker; model this after the school board, "thank you for sharing"

**Motion: Grete moved that the Board consider creating a pilot program to receive membership input during Executive Board meetings. Karen seconded the motion. Rosena abstained. The motion passed.**

Rosena abstained because the Board meetings have always been open to any member who wants to attend. She requested that in the body of the Board's response to Xi, wording be used about a plan to "enhance" the open Board meetings that we already have, and that the pilot program is the enhancement to the Board meetings.

Sara declared this motion to be a response to Xi's resolution; the Board will take immediate action. She called together a committee to create the pilot program for the enhanced Board meeting model. Karen, Susan, Sara, and Grete are the committee members.

In the body of letter be sure to include the word "enhanced" Board Meeting in the body of the letter, and that the pilot program is the enhancement.

After the pilot, this could become a P and P.

Karen, Sara, Susan, and Grete will work on the committee.

**To write the pilot program for the enhanced extended Board meeting.**

**Rosena suggested wording: "to enhance what we already have..."**

## 11.2. Combining Districts

Business letter format; one paragraph The resolution was denied for the following reasons;

Resolution Feasibility Study #1: Xi Chapter submitted the resolution regarding combining districts so that the four existing districts would be reduced to two. After discussion, the Board still found combining districts to be disadvantageous. The resolution was denied. Xi will receive a letter of response from the Board indicating the decision and the Board's reasoning.

## 12. Liaison Reports

Grete saved her concern until later in the agenda. No other Liaisons had requested time for discussion of any President Council issues.

### **13. Communication Inclusion**

Sara initiated a discussion about duplicate information that is being sent out to chapter presidents. An excess of information is overwhelming to them. After discussion, it was agreed that Sara will continue with the required President newsletters and send state eblasts only as needed. Membership should be encouraged to visit the state website for information..

The need for Liaison Reports from the President were discussed. With the President's focus in hand, the Board members as Liaisons bring the President's perspective to the Council meetings. Although Sara sends out newsletters, not all chapter and Council presidents have seen them at the time of their meetings. The President's report to the Liaisons gives a framework for the Council meetings.

Sara needs the dates currently scheduled for the Council meetings because not all of them have been updated.

#### **13.1. California Connects Newsletter Due Dates and Distribution**

Sara will continue with the four required newsletters this year.

#### **13.2. Sister Chats with Sara- topics for month**

Although they are not a function of the Board, Sara is moving ahead with her weekly Thursday Sister Chats because she likes being able to have informal chats with Alpha Delta Kappa sisters. The Board members are invited to participate in the chats as well as to give her suggestions for topics of discussion. Sara will provide the Board with a list of topics for the chats. Karen suggests that the topics be brought up at the announcement part of the Board meetings.

#### **13.3. FaceBook Group CA Connects Educators (and their supporters)**

Sara created this page before her presidency; it is an avenue for communication. She puts in a positive meme in support of teachers.

#### **13.4. Membership Memo and Corner**

The International Executive Board requires that the State Membership Chair send out a monthly newsletter. Mari does this and accompanies it with the Cornerstone message for International Vice President of Membership, Betty Jo Evers.



## **New Business**

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

Virginia reported on the bills to be paid:

- A credit card bill for Sara. Virginia can check the receipt Sara turned in against the credit card billing.
- Zoom bill for hosting over 100 people. The Board previously approved this expense. This month the bill is \$40. Next month it will be \$90.

There was discussion about considering a yearly fee for Zoom that is not a monthly business account. However, it is advantageous to have a business account so that another person besides Sara can be an administrator of the account.

Two topics of consideration were tabled until the November Board meeting;

- Consider going to a yearly fee for the Zoom account.
- The membership issue of how to reach reluctant members. Mari noted that there were only two chapters in the state that didn't meet in some format.

### **15. Evaluation of the Northern District Conference**

All Board members thought the Northern District Conference was fantastic and extremely successful. There were lots of smiles and delight at seeing the slides for the tour of important Northern California sites to visit.

Rosena reported on the results of the post-conference evaluation: Organization- 96 % excellent; Program Length- 92 % about right; Positive Experience- 98 %; Overall Rating- 96 % excellent.

The comments on the chat were numerous and overwhelmingly positive. There were many favorable comments on the Board's fraternity education skit and the travel tour of northern California.

### **16. Disaster Relief Support**

#### 16.1. Educators Helping Educators

The Crisis Account was covered in the Treasurer's report. The Board asks that members find teachers who need monetary assistance from this account. Susan commented that possibly people don't know they have to ask for assistance. Sara can cover this during her chapter chats.

The Board recognized that there must be many sisters in the southern regions of Alpha Delta Kappa that need assistance due to the hurricanes and flooding.

There was discussion regarding the possibility of sending money from California to the Southern regions to contribute to the crisis funds in affected areas. Contributions could be sent directly to the state treasurers to expedite distribution of the funds. Action was tabled until the November meeting.

#### 16.2. Foundation

The Alpha Delta Kappa Foundation funds are dedicated to California members in need.

### 17. **Founders' Month**

Some states have huge gatherings of women to celebrate the Founders whereas California allows the chapters to design their own celebrations.

Mari pointed out that there are nice programs online that chapters can tap into. She provided the link to Founders materials in her monthly membership newsletter. Some chapters in California have special luncheons for Founders Day. Susan described the option her chapter chooses of having an Omega celebration for Founders Day using a program that is on the International website.

Sara requested photos of chapter Founders Day celebrations for the President's newsletter.

### 18. **Past Presidents' Party**

Diana will be putting on the Past Presidents' party at the convention.

### 19. **Valley District Conference Plans**

Virginia reported that the venue is reserved and the speaker has been secured for the Valley District Conference. Valley has decided to provide only an in-person conference. There will be no streaming. The luncheon will consist of a box lunch from Panera in order to ensure the best sanitation for all at the conference.

The charge for the conference is \$25.00 so that some money may be dedicated to build up the Council coffers and some may be donated to the San Joaquin River Parkway for their thriving education program. The theme is "Valley Proud". Xi is in charge of decorations. There will be gift cards to raffle. The conference will begin at 10:00.

The Conference will probably last about an hour and a half. The River Parkway is near the meeting venue, so attendees can walk on the Parkway paths before going home.

There is concern that people may not come because of the COVID pandemic, and there are other members who are not so mobile. For these reasons no more than 40 people are expected. It is hoped that members from Modesto and Bakersfield will attend. Mary Anne Englehart is in charge of registration forms. The forms will include options to choose from for the box lunch.

Rosena will make arrangements for the Board accommodations. Virginia advised that we find lodging near the River Park. Karen, Mary, and Donna have made plans to drive together. Karen will provide dinner for Saturday night. Virginia will assist.

Rosena has met with the Council to offer support. There is a need for someone to check out the technology available at the venue. Virginia will lend the use of her screen for the conference.. Karen will take badges to sell.

## **20. Due Dates of Awards, Grants, and Scholarship Apps and Forms**

Liaisons, Council Presidents, and chapter presidents have to push the grants, awards, and scholarships. The Board discussed all awards, scholarships, and grants. It is important for all Liaisons, Council Presidents, and chapter presidents to publicize the grants, awards, and scholarships.; application forms are being updated and will be found on the website.

### 20.1. State Altruistic Project

Due dates and descriptions have been sent out on the eblast, which is ready to be posted.

### 20.2. Mini-Scholarships

### 20.3. Excellence in Education

### 20.4. Innovation Grant

## **21. Election Nominations**

Last biennium we had no candidates from the floor.

The candidate for President-elect ought to be someone who is now on the Board because of all the changes that have taken place this biennium.

The Board discussed the possibility of having co-officers serve as officers on the Board. The Board is undecided about encouraging it. There are some negatives to having jointly held offices. It can be hard for people to coordinate notes and records.

Someone who has been on the Board before can run as a candidate.

The Board has been at a disadvantage this biennium because it is not meeting in person due to the pandemic, and we are not able to encourage people to run for a Board position. Susan pointed out that the loss of the Corresponding Secretary position has meant that there is one less person already on the Board to groom for a future position.

The Board discussed the need to nurture leadership among our members. Lots of teachers are very humble and don't see themselves as leaders. Ways to approach someone include telling them, "I see you as a leader." Or, asking them, "Have you considered serving on the Board?" It is important to make personal contact with potential leaders.

Applications must be turned in on November 30. The applications will be online soon.

Saturday's meeting was adjourned at 4:08. Sunday the Board will reconvene at 10:00.

The Board reconvened at 10:15 a.m. Susan reviewed the norms.

All Board members were present except Donna McCartney, chaplain.

## **22. California Convention Update- COVID**

The California State Convention is on the calendar for May 13-15, 2022 at the DoubleTree by Hilton in San Jose, California. The ROTC is coming to present the colors, a "beach boy band" will play, and an International Vice President has agreed to be the keynote speaker. Many visuals are planned. Sara is not sure how to stream it, so at this point we are planning a "live" convention.

Each chapter has two delegates and chooses their delegates in their own way. This is as much as can be planned so far due to the COVID pandemic. Sara and her team will visit the site the week of October 4th next to walk the grounds.

### **22.1 State convention contract.**

Karen and Susan reviewed in detail the specific charges on the contract from the 2020 State Convention. For reference, Karen shared the actual contract with the DoubleTree by Hilton, San Jose, for the May 11-16, 2020-2022 state convention.

Karen and Susan made very specific recommendations to be aware of when negotiating the contract with the DoubleTree by Hilton. Some of the major points they emphasized were:

- Members need to know that Hilton points cannot be used to reserve a room during the convention because those rooms won't count toward the reserved block.
- You have to fill 80% of your room count or they start charging you extra. People in the area will not stay overnight.
- Try to schedule meetings and lunches in a way that the rooms can be used repeatedly so that there is minimal setup required when changing from one meeting/meal to another.
- Stay within the basic contract to avoid extra costs.
- Local and state taxes and fees are unavoidable on the block of rooms, but taxes and fees on food and beverages can be negotiated as "all inclusive".
- During the reception, do not let people order drinks from the adjoining bar. All must order from the reception cash bar in order to avoid paying extra for the bartender.
- Karen kept out 10% of the cost until everything was squared away after the convention.
- Remember that we must fund the IVP or assignee for the initiation, as well as the parliamentarian. There will be other expenses as well.
- Don't let the hotel mix the attendance in the room count with the count for the meals.
- The Regional Conference is scheduled just two weeks later for May 30- June 3 in Honolulu, so that may cause a conflict with members having to decide which meeting to attend.

Mari wants to get a tentative list of attendees to help make a projection before we get too far. *We can urge chapters to underwrite scholarships for sisters who want to go.*

Further discussion was postponed until the November Board meeting.

### **23. COVID-19 Discussion and Recommendation**

Sara reviewed the Board recommendation for masking and vaccinating for conferences and conventions. Int. posted that they are going with the current CDC recommendations which change as we go. Sara asked how the Board wants to deal with this for the convention. She doesn't want to check people's cards/phones or require test results.

Can we hope and trust that the sisters will not show up if not vaccinated? Karen recommends they be vaccinated if attending, and if not vaccinated to wear a mask the whole time if attending. Those are the CDC guidelines at this point. We are protecting

ourselves and others. Virginia: it appears if you are vaccinated you do not so readily infect others. The decision by the council Pres. is that we are going to trust people about being vaccinated and not exposed. We are going to trust our ADK sisters.

Rosena: It is not a good way to deal with a lot of people in a certain area. This is a health issue. Wearing a mask is the only way to show you are serious. Including the skit.

Board recommendations were reviewed that were set in August:

Discussion ensued: Karen: add a statement about all people wearing masks at all times.

Mari: there is concern about elderly women members in Fidelis, why risk infecting other people in a high risk category? Virg: as a Board, can we supersede what the council says? Sara says we cannot mandate; we are there as guests. We can choose not to attend in person, and attend through Zoom.

The situation at Fidelis Iota was discussed when asked not to attend unless vaccinated.. One person resigned, two went and got their vaccination, Karen: we should not put our health at risk. Everybody in attendance should wear a mask. The Council Pres. does not have authority to demand anything. Virginia : change the recommendation to a requirement. How do we make our recommendation formal? How could we publish it?

**Motion: Virginia moved that the Board distribute to the membership a statement regarding COVID protocols that are aligned with guidelines set forth by the CDC and International Executive Board. Seconded by Rosena. The motion passed.**

Sara requested that Virginia write up a statement with the assistance of Rosena and Karen.

Rosena will call the council president or will send it out to Valley Council because this is time sensitive information.

**24. Membership Specific Targets/Plans for the 3 Rs (reinstatement, recruiting and retaining)**

Mari sends out membership memos monthly. The members resigning seem to be those who can no longer attend meetings and don't want to attend virtual meetings. The Board agrees that we must emphasize initiating new members. Connections formed way before covid seem to be what is holding chapters together. We have to let those who are ready to leave the organization.

Some chapters have had watch meetings. We can attach a laptop to a TV so 3 or 4 people can attend in person and the rest can Zoom.

AS]s for conferences, it's hard to make it equitable for those who pay to attend and those who don't. Valley has decided not to stream due to this issue. However, the Board recognized that offering a virtual alternative is a way to bring in the real shut-ins.

**25. Altruistic Projects and Fundraising**

Announcement about changes in W U positions.

**26. 2022-2024 Budget Discussion (COVID- related)**

**Discussion regarding any surplus money taking into account that our membership numbers have gone down.** The budget must be approved in Nov. in order for it to be submitted as part of the State Convention packet in January. We are heading into a perceivable decline.

Carry-over money is under consideration: we are going to analyze the budget and discuss what will happen with the carryover. Virginia must create the next proposed budget. Declining numbers will be a big factor. Can impact the scholarships we intend to give to attend the convention.

**27. Questions, Comments, Announcements and Other**

Susan's chapter is selling nuts this fall. Delivered before Thanksgiving.  
Karen has covid statement ready.

Virginia will reserve our spots at Valley. A form will be sent to us to choose what lunch we want. We need to send Virginia a photo of our response.

Virginia confirmed that the venue was officially reserved. The deposit has been paid.

**28. Round Table Sharing**

Tabled

**29. Closing Thoughts**

Desire for further meetings with family and friends.

**30. Adjournment -1:06**