



California Alpha Delta Kappa

Executive Board Minutes-March 11-13, 2022 In person meeting

“Honor, nurture and support, flourish...”

Friday, March 11, 2022

The meeting began at 3:10 with the reorganization of the rehearsal for the “To Tell the Truth” fraternity education skit, which will be performed at the Southern District Conference tomorrow.

Current Business and Reports

1. Call to Order and Meeting Norms

Sara called the meeting to order at 4:24 p.m. Susan reminded the Board of the meeting norms and acknowledged that all members are working to continue to grow in communication and listening. She reminded the Board of Alpha Delta Kappa’s motto: “All for one and one for all.”

Grete asked that as Board members prepare to make a motion, that the motion be written on the motion form along with the name of the person who seconds the motion. Also, the rationale should be noted. The form should be turned over to her.

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, Gamma Nu

3. Opening Thought

The Southern District Conference is the last conference of the biennium. Board members have learned about listening to sisters when we disagree and putting personal agendas aside for the good of the group. Practice in these skills has brought resilience to the Board that was needed to get through the last months.

4. Southern District Conference Plans

4.1. Review of Program

The Board was able to reduce its part of the program down to the minimum amount of time. The amount of time required to announce sisters' milestone anniversaries from Inland Cities Council and San Diego Council was also reduced. It is a long conference that includes two breaks.

4.2. Review of "To Tell the Truth" Game

The Board did a complete rehearsal of the skit in the new setting and practiced muting and unmuting on cue.

5. Approval of Agenda

5.1 Karen requested the addition of item 15.2: Revisit the motion to approve payment of the bill for the Peninsula Conflict Resolution Center (PCRC) training.

5.2 Virginia requested the addition of 15.3. to discuss the emails that she has received from International Headquarters regarding payment of member dues.

5.3 Susan requested the addition of 18.1. Update on Status of Contract with the DoubleTree in San Jose, and 18.10. Budget Review for Leadership Retreat.

5.6 Grete requested the addition of 14. Enhanced Board Meeting Pilot Program, and 20.21. Update on Project C.H.E.A.R.

5.7 The agenda was accepted as revised.

6. Secretary's Report

6.1. Approval of Past Minutes

The minutes from January 21-23, 2022 were approved as read.

6.2. Correspondence

Received

1/31/22- Virginia received a note and check from Jackie Dillon, CA Gamma Eta Treasurer, with a \$100 donation for A New Day for Children.

Virginia received a note and check from Pat Stromberg, CA Eta Treasurer, with a \$100 donation for A New Day for Children.

2/23/22- Virginia received a note and check from Michelle Zirelli, CA Gamma Beta Treasurer, with a \$100 donation for A New Day for Children.

3/8/22- Virginia received a note and check from Betty Murray, CA Alpha Psi Treasurer, with a \$100 donation for A New Day for Children.

Virginia received a note and check from Donna Hartman, CA Alpha Phi Treasurer, with a \$100 donation for A New Day for Children.

Sent

1/31/22- Virginia sent a thank you note to Jackie Dillon thanking Gamma Eta for the \$100 donation to A New Day for Children.

Virginia sent a thank you note to Pat Stromberg thanking Eta for the \$100 donation to A New Day for Children.

2/9/22 Virginia sent a \$250 donation to A New Day for Children

2/23/22- Virginia sent a thank you note to Michelle Zirelli, thanking Gamma Beta for the \$100 donation to A New Day for Children.

3/8/22- Virginia sent a thank you note to Betty Murray, thanking Alpha Psi for the \$100 donation to A New Day for Children.

Virginia sent a thank you note to Donna Hartman, thanking Alpha Phi for the \$100 donation to A New Day for Children.

3/10/22- Grete sent sympathy cards to Linda Barker, California Gamma and Gail Goodman, California Zeta, in the name of the Executive Board.

6.3 By this date, Grete had sent emails to all State Officers and State Standing Committee Chairmen, requesting their reports for the Proceedings of the Convention by April 15.

Grete sent emails to the State Convention Chairmen requesting their reports for the Proceedings by June 15.

7. Treasurer's Report

7.1. Balance as of February 2022: **\$177,268.48**

7.2. Accounts

Bank Accounts

Wells Fargo Bank

WF Checking \$42,233.13

WF Reserve \$45,997.93

WF Scholarship \$10,915.47

TOTAL Bank Accounts **\$99,146.53**

Investment Accounts

Noel Leonard AΔK Foundation	\$78,121.95
TOTAL Investment Account	\$78,121.95

OVERALL TOTAL **\$177,268.48**

Virginia brought the Board up to date on the current budget. The budget will be revisited at the next Board meeting.

7.1. Current as of February, 2022.

7.2. Accounts: See above.

7.3. Dues Report to Date

Of 969 total members there are 852 paying members.

7.4. Update on New Day for Children

A New Day for Children has received \$1,645 to this date from California chapters.

7.5. Submission of Bills for Circulation

Virginia distributed vouchers to the Board members so that they could itemize their expenses incurred during the Executive Board meeting March 11-13, 2022; return to her.

It was noted that, with gas prices well above \$5.00 per gallon, the \$.40/mile stipend that the Alpha Delta Kappa pays is no longer sufficient. The Board plans to review the amount of the stipend in the fall.

8. Membership Report

California Membership

March 12, 2022

Southern District Conference

Active Membership	969
Reinstated	1
Transferred	6
Resignations	19
Omega	20
Initiated	21
Number of Chapters in California	44

8.1. Membership Status to Date

Mari is optimistic that the number of new members initiated will continue to increase because the membership drive is not yet over.

8.2. California Resignations

Once Gamma Zeta disbands we will have approximately 18 more resignations to add to the total.

8.3. Chapter Status to Date

Gamma Zeta has all the paperwork turned in to Headquarters to disband. No members of their chapter want to transfer to another chapter.

8.4. Membership Consultant Report

Mari reported that membership awards can't be given at the convention because there are still two more months of the membership campaign to go. She suggested giving awards at the district conferences. In order to do this the Policy and Procedure for membership awards must be changed.

Mari reminded the Board that it is important for newly initiated members to fill out the bottom part of the reporting form and send it to the State Treasurer and to the Vice President for Membership.

Susan proposed creating a plan for technical assistance for those who need help in the organization. It would be ideal to have something ready by September.

9. Historian/Sergeant-at-Arms Report

As Sergeant-at-Arms, Susan has been working with the State Balloting Chairman. Several chapters will create a Shutterfly book for their president. Chapters need to take photos and send them to their historians.

10. Chaplain Report

Donna reported on progress in preparing for the Omega ceremony during the May 14 convention.

The title for the Omega ceremony is "In the Garden of Sisterhood". Donna requested that chapters be sure to update the names of sisters that need to be honored in the Omega ceremony. It will be a simple virtual ceremony for more than 30 sisters.

For each sister to be honored, chapters must send a photo, a 30 word biography, and the name of her favorite flower. The music will be a piano in the background playing songs such as "Danny Boy", "Somewhere Over the Rainbow", and "Wind Beneath My Wings".

Unfinished Business

11. Evaluation of the Marina District Conference

Rosena followed suggestions from the Marina sisters to shorten the fraternity education skit for the Southern District Conference.

12. The Longest Day fundraising

Karen reported that the goal for the Longest Day global team is \$100,000. So far, California Cares is in fifth place with donations of \$1,705. People may continue to send in checks through the end of June.

The meeting recessed at 6:05 until Saturday, March 12th, after the Southern District Conference.

The meeting reconvened at 2:22 on Saturday, March 12, after the Conference. Chaplain Donna McCartney was absent.

Susan reviewed the norms and complimented the Board on observing them. She also reminded the Board of Alpha Delta Kappa motto: “All for one and one for all.”

13. Review and Payment of Bills

Sara submitted a bill of \$12.63 for postage. To meet the cancellation deadline, the State Convention Committee sent a letter notifying the DoubleTree San Jose that the 2022 State Convention would be virtual (see 19.1). The Board agreed that the postage will be paid from the State Convention account, not the General Fund account.

14. Update on the Pilot Program for Enhanced Open Board Meetings

The “Pilot Program Committee” (members: Sara, Susan, Karen, and Grete) emailed copies of the “2022 Suggested Procedures for Running an Enhanced Open Board Meeting as a Pilot Program” to all Board members on March 10. The procedures were read at the Board meeting and were accepted as presented by the Board. A copy of the document is attached to the minutes. *

The Board discussed considerations about where the Pilot Program would fit within the structure of the 3 day Board meeting, the necessity of working in a closed session after the “Open Forum”, and how the minutes from the “Open Forum” would be placed within the minutes of the Board meeting. One possibility is to place the minutes of the “Open Forum”, labeled as such, as an insert between the first session of the Board meeting (the day before the District Conference) and the opening of the second session.

The Board will investigate what the requirements are for running the meetings of non-profit organizations.

The Board members agreed that the Pilot Program for Enhanced Open Board Meetings will begin at the first District Conference in October, 2022.

15. Proceedings Reports Due Date

As reported in the Communications Log, Grete sent an email to each State Officer, State Standing Committee Chair, and State Convention Chair requesting a report from each of them to be placed in the Proceedings of the Convention.

The due date for State Officers and State Standing Committee Chairs is April 15, 2022. For State Convention Chairs the due date is June 15, 2022.

16. Financial Reconciliation and Ending Balance

The final Board meeting for the 2020-2022 biennium will be the Pre-convention meeting. At that time the budget for this biennium must be finalized. Any movement of funds from one line item to another must be approved by the Board.

16.1. Review receipts from the Retreat (August 2021)

Virginia reported that there was an overdraft on the line item for Leadership Development. The excess was the amount of the travel costs = \$1769.29. In the future, the Board must take note that travel and lodging prices are rising and anticipate the needs earlier.. Funds for leadership may be requested by the Board from the Noel Leonard account. It is an appropriate use of the funds according to the Policies and Procedures.

Motion: Karen moved that the Board request \$1,770.00 from the Noel Leonard Leadership Fund to cover the overage costs for the 2020-2022 Leadership Retreat. Susan seconded the motion. The motion passed.

16.2. Movement of Money Within the Paperwork

No discussion required.

16.3. International Emails to Virginia

Virginia received two letters from International Headquarters regarding dues balances where members have incurred a \$5 late fee. It is important for chapter treasurers to go to the directory and indicate any members who have resigned.

State officers also have the same option to reach the information as the chapter treasurers. Virginia must be advised of these changes.

The Board agreed that it would be wise to wait for International Headquarters to rebuild the website. The directory may be changed. From March 22-28, the website will be closed down.

- 16.4. Revisit the motion to appeal the Payment of the Peninsula Conflict Resolution Center (PCRC) leadership training. The rationale for revisiting the motion is that the bill from PCRC is for State Executive Board Leadership training, and therefore should be paid from the Noel Leonard Leadership Fund. This rationale applies to both of the following motions.

Motion: Karen moved to rescind the motion that approved the payment of the PCRC bill from the Reserve account. Rosena seconded the motion. The motion passed.

Motion: Karen moved that the PCRC bill, to the amount of \$2,364.00, be paid from the Noel Leonard Leadership fund. Rosena seconded the motion. The motion passed.

17. Dates for the District Conferences 2024-2026

*Conferences are designed for leadership opportunities.

These dates need to be placed in the Presidents' Council Handbook.

Manual/Presidents' Council Meeting Dates:

These dates have been adjusted for the biennium dates following 2022-2024. The Board needs to consider up through 2026 to project far enough ahead:

2024-2026

Northern Dist.: Oct. 5, 2024 (Golden Gate council hosts)

Valley: Nov. 2, 2024

Marina: Jan. 25, 2025

Southern: March 8, 2025

2025-2026

Northern: Oct. 4, 2025

Valley: Nov. 8, 2025

Marina: Jan. 24, 2026

Southern: March 14, 2026

The rotation will be indicated by the person completing the Presidents' Council Handbook (PCH).

18. State Bylaws Update

Colleen Golden, State Bylaws Chairman, sent a letter to the Executive Board (03/04/2022) accompanied by a copy of the CA State Bylaws document that has been sent to Mary Beck, International Bylaws Chairman, for certification. The letter also included a list of the most relevant changes voted on by the delegates at the International Convention in July 2021. Of special interest is Article XXI related to 501(c)(3) status. After the CA Bylaws document is certified, Colleen will be able to send the bylaws template to the chapters in the state. The delegates at the State Convention will be asked to acknowledge that the Bylaws of Alpha Delta Kappa, Incorporated is the governance document of CA Alpha Delta Kappa and its chapters.

18.1. Every chapter can access the California Bylaws template on the website, fill it out, and turn it in to Colleen as soon as possible.

19. CA State Convention Update

19.1. DoubleTree Contract

Before the COVID-19 pandemic, Karen and Susan worked with DoubleTree Inn by Hilton in San Jose for Karen's 2020 state convention. A good relationship was built. Karen and Susan were involved in the original agreement. Sara gave the history of the whole pre-convention agreement/post-convention agreements. Ultimately, prices rose over time.

In January, Sara and the State Convention Co-chairs, Rosemary Heenan and Anita Brown, sent a registered letter to the DoubleTree stating that the State Convention will not be held in person. The hotel wants to charge \$2000 for the cancellation of the convention. The issue of a cancellation fee has not been resolved with the management of the San Jose DoubleTree by Hilton.

Sara recommends rolling over the agreement to 2024 with the same protocols and pieces, including the \$6,500 deposit for the original 2020 State Convention.

On March 17 at 3:00 p.m., the State Convention Committee and Sara will meet via Zoom with the hotel personnel responsible for the original contract in 2019-2020.

19.2. Convention Packets-Sent February

19.2.1. Sent to All Members

Nothing further to report.

19.2.2. Return Registration Form by 3/31

Registration forms are required for key information from the delegates and for purchase of the Proceedings of the Convention.

19.2.3. Chapter Delegate Numbers sent 3/1

Judy Remele is Convention Registrar and is in charge of receiving delegate information.

19.3. Balloting and Delegates- During March

Nothing further to report.

19.4. International Chapter Representative-Betty Jo Evers

Nothing further to report.

19.5. Candidates for Office, 2022-2024- During March

Applications for Executive Board positions are sent to Allice Bullard, Candidate Qualifications Chairman.

Virginia announced that she moved her candidacy for Treasurer to President-Elect. Treasurer, Secretary, and Historian/Sergeant-at-Arms are State Board positions that are still open. The Board discussed possible names of sisters to approach as candidates to fill the open positions.

19.6. Voting Schedule- Emails to be sent to all who are eligible to vote

April 7-10	Vote to accept the Rules of Convention Questions with regard to any business items submitted
April 11-13	Emailed responses are sent to all voters
April 14-17	Vote for budget, bylaws, candidates and State Altruistic Project
May 14	Results are announced

Delegates need to be aware of the desires of their chapter in order to vote. Patrice McCarley is Balloting Chair. She is ready to use Survey Monkey, which will allow 40 delegates to vote at a time.

19.7. Awards, Grants and Scholarships- Linda Barker, Scholarship Chairman

19.7.1. Eleanor Bendell State Scholarship Applications

Linda has received no applications.

19.7.2. Betty Rosenberg Golden Chapter Applications

Three applications for the Golden Chapter award were received.

19.7.3. Membership Awards

Mari reported that the Membership Awards will need to be postponed until after the State Convention.

19.7.4. Excellence in Education

The budget is set for this award for 2022, however, the Board recognizes that it is time to consider increasing the amount of this award in the future.

19.7.5. Distribution of Noel Leonard Grant for “First Timers”

There are no first timers traveling this year. Our convention will be virtual, so no money will be distributed.

19.7.6. Distribution of Noel Leonard Grant for “Council Leadership”-

Each Council President, or her designee, can be awarded a \$100 stipend to attend the Regional Conference. In order to be awarded the money, the attendee must contact Virginia with proof of attendance.

19.8. Materials Collection/ Redistribution

Sara will advise the chairs of standing committees to pass materials on to the succeeding chairs. Sara will advise Rosena of the status of the exchange of materials.

19.9. Pre-convention Executive Board Meeting

The Board members compared commitments on their calendars in order to determine the best possible date for holding the pre-convention meeting. At the present time May 13 at 2:00 continues to be the best date and time for the Board to meet at the Cypress Hilton as previously planned.

19.10. Post- convention Executive Board Meeting

The Board agreed that the Post-convention meeting will be a virtual meeting on Wednesday, May 18th at 4:00 p.m.

19.11. Practice

The Board will hold a virtual practice for the virtual 2022 State Convention practice at 10:30 a.m. on Saturday, May 7.

20. Executive Board Leadership Retreat, 2022

The leadership retreat for the 2022-2024 biennium will be held August 1-4, 2022. The location and schedule are still to be decided.

21. Regional Conference Updates

21.1. Sales at Regional Conference

The State Board will sell badge holders at a sales table during the conference.

21.2. Southwest Regional Distinguished Program Award

The winner of this award is decided by each region.

21.3. Excellence in Education Award

The candidate chosen to receive the California Award will be announced at the State Convention. The California recipient will be considered to receive the Regional Excellence in Education award.

21.4. Attendees

President Rosena Kruley; Immediate Past President Sara Cooper ; Virginia Riding (currently a candidate for President-Elect); Susan Raffo as a presenter; members: Joanne Grimm, Pam Burris, and Lynne Saverin.

New candidates for office are invited to attend the regional conference. New officers at any level - chapter, council or the state - are invited and encouraged to attend the Regional Conference to take advantage of the training offered.

The decline in membership affects the state budget and the ability of the Board to pay the expenses of state officers to attend the Regional Conference. Once the bills are paid for this biennium, if there is any money left over, it will be applied to fund the expenses of the Immediate Past President for attending the conference.

Motion: Karen moved that once the bills have been paid for Rosena and Virginia to attend the Regional Conference, the balance of the line item for Regional conferences budget be allocated to Sara to offset her expenses to attend the Regional Conference. Rosena seconded the motion. The motion passed.

21.5. Arrival/Departure

The Regional Conference workshops and events start on June 1, 2022. The attendees will depart on May 31, 2022, and will return on different dates according to their personal needs.

21.6. CA Table for World Gathering-Dates/Schedule

Rosena reported that the “World Gathering” event will be held before the banquet on June 3, the last day of the conference. Donna, Susan, and Karen will assist Rosena in preparing the California presentation for the event. Some adaptations to the existing slide show will be required. Rosena will add more slides for diversity, as well as slides from the Valley district. Her chosen theme song is “California Soul” by Marvin Gaye. Mari will lend Rosena a tablecloth decorated with special places in California. Ideas for activities at the table included a Hollywood walk of fame and token gifts. Check out from the Hilton in Honolulu will be June 4, 2022.

21.7. Gathering of CA sisters- To Be Decided Upon Completion of Registration

Upon the arrival and check in of all the California sisters attending the conference, a decision will be made about where and when to gather during the conference.

The meeting recessed at 6:02 p.m. until Sunday, March 13, 2022.

Sara reconvened the meeting at 9:09 a.m. on Sunday morning.

22. Policies and Procedures Update

Karen will make sure to cross reference 1a and 1b with the Section Finance/Expenses regarding “non-official” Board members. Those Board members who do not fall into the category of “official” will be encouraged to attend when possible.

22.1. The Executive Board proceeded with updates to the California Policies and Procedures. The following six were considered for a block vote:

**1a. SECTION C: FINANCE / EXPENSE REGIONAL CONFERENCE
REIMBURSEMENT: Executive Board**

Change to Procedure 1. Funding for the Executive Board members will be included in the state budget and will determine the amount of the expenses for which the members will be reimbursed. The Board may also approve the movement of funds to the Regional Conference line items.

1b. SECTION H: REGIONAL CONFERENCE *STATE BOARD PARTICIPATION*

Change to Procedure 1. Funding for the Executive Board members will be included in the state budget and will determine the amount of the expenses for which the members will be reimbursed. The Board may also approve the movement of funds to the Regional Conference line items.(See Section C: Finance/Expense Regional Conference Reimbursement)

1c. SECTION H: REGIONAL CONFERENCE *REGIONAL CONFERENCE REIMBURSEMENT: Executive Board*

Change to Procedure 1. Funding for the Executive Board members will be included in the state budget and will determine the amount of the expenses for which the members will be reimbursed. The Board may also approve the movement of funds to the Regional Conference line items.(See Section C: Finance/Expense Regional Conference Reimbursement)

2a. SECTION J: INTERNATIONAL CONVENTION *STATE BOARD PARTICIPATION*

Change to Procedure 1. Funding for the Executive Board members will be included in the state budget and will determine the amount of the expenses for which the members will be reimbursed. The Board may also approve the movement of funds to the International Convention line items.

2b. SECTION C: FINANCE / EXPENSE *INTERNATIONAL CONVENTION REIMBURSEMENT: Executive Board*

Change to Procedure 1. Funding for the Executive Board members will be included in the state budget and will determine the amount of the expenses for which the members will be reimbursed. The Board may also approve the movement of funds to the International Convention line items.

2c. SECTION J: INTERNATIONAL CONVENTION *INTERNATIONAL CONVENTION REIMBURSEMENT: Executive Board*

Change to Procedure 1. Funding for the Executive Board members will be included in the state budget and will determine the amount of the expenses for which the members will be reimbursed. The Board may also approve the movement of funds to the International Convention line items.

The Board discussed the proposed rewording and/or additions or other changes regarding the funding for and the amount of expenses for the Executive Board members to attend either the Regional Conferences or the International Conventions. The rationale was to revise and clarify the Policies and Procedures.

MOTION: Karen moved that the Board approve the revisions for the Policies and Procedures labeled as 1a-1c and 2a-2c in a block vote. Susan seconded the motion. The motion passed.

22.2. The Board considered the updates to the following California Policies and Procedures labeled here as 3a. and 3b., regarding the State Life membership category.

3a. SECTION A: ORGANIZATIONAL STRUCTURE: *MEMBERSHIP CATEGORIES*

Change to Procedure 3. Life memberships are still valid, but no new purchased Life Memberships will be allowed. (see p. A21 #4 of Bylaws)

3b. SECTION A: ORGANIZATIONAL STRUCTURE: *STATE LIFE MEMBERSHIP*

Changes to Policy: State Life Membership is awarded to the Immediate Past President.

Change to Procedure: Upon being awarded to her, her name will be added to the Life Membership list.

MOTION: Karen moved that sections 3a and 3b, regarding State Life membership be approved in a block vote. Rosena seconded the motion. The motion passed.

Policy and Procedure revisions and clarification regarding the Executive Board were considered. These were labeled 4a, (4b was removed for further consideration), 4c-4f.

4a. SECTION B: EXECUTIVE BOARD *STATE STANDING COMMITTEE CHAIRMEN*

Change to Policy. **Membership** was struck from the list of State Standing Committees.

Two Procedures were added:

7. Chairmen will be trained by a previous chairman.
8. Materials, including flash drives or digital folders will be passed on to the new chairmen.

4c. SECTION B: EXECUTIVE BOARD *REGULAR BOARD MEETINGS*

Change to Policy. Scheduled Board meetings may be held in person or virtually.

4d. Section B: Executive Board: *Special Board Meetings*

Changes to Procedures: 1. Special meetings can be called within 48 hours notice.

2. At the written request of any five (5) voting members of the State Executive Board, in-person or virtual meeting may be called with seven days written notice. The request and notice must specify the purpose of the meeting and the sole business to be transacted at such a meeting

3. To make immediate decisions, the president or, in her absence or inability to act, the president-elect of the State Executive Board may email or phone to call a virtual meeting of members of the Executive board.

4e. SECTION B: EXECUTIVE BOARD *LIAISONS TO CHAPTER PRESIDENTS' COUNCIL*

Changes to Procedure 2. Liaisons will report council activities digitally to all Board members. Liaisons will report the activities of a council and will be discussed at Executive Board meetings as needed.

4f. SECTION B: STATE EXECUTIVE BOARD: *PRESIDENT'S NEWSLETTER*

Change to Procedure: 2b. The State President will send a newsletter to the Southwest Regional President, Southwest Regional President-Elect, and Southwest Membership Consultant.

MOTION: Karen moved that the Board approve 4a, and 4c-4f. Susan seconded the motion. The motion passed.

22.3. The Board considered the updates proposed regarding the expectations for management and monitoring of the California website.

4g. SECTION B: EXECUTIVE BOARD: *CALIFORNIA WEBSITE*

Changes to Procedures: 1. Declares that the State President will appoint the Technology/*Webmaster (addition to title of the Chairman hereout)* Chairman and defines the expectations and duties of that Chairman. 3. Gives the State President the sole responsibility for monitoring needed website updates. 4. Declares that the State President will designate a liaison between the Executive Board and the Technology/*Webmaster* to update needed website changes as they occur. 5. Specifies that digital links will be provided and maintained for the use of the general membership.

MOTION: Karen moved that Policy and Procedure labeled as 4g regarding the California Website be approved as written. Rosena seconded the motion. The motion passed.

The Board notes that this section may need to be revisited in the future.

22.4. The Board considered the updates for those sections of the California Policies and Procedures labeled as 4h, 5a, 5b, 5c, 6a, and 6b.

4h. SECTION B: EXECUTIVE BOARD *REVIEW OF RECOMMENDATIONS FOLLOWING STATE CONVENTION*

Change to Procedure 1. This sentence was added: The cost to produce the Proceedings shall not exceed the line item amount allocated in the California Alpha Delta Kappa State Budget unless additional funds are approved by the Executive Board.

Change to Procedure 2. The word *Suggestions* was changed to **recommendations**.

Change to Procedure 3. The State Secretary must record any policy or procedural changes in the Executive Board minutes.

Changes to Procedure 4. The Immediate Past State President will be responsible for maintaining an up-to-date Policy and Procedures document, **present any suggested changes to the Executive Board for approval, and submit approved changes to the Technology/Webmaster to be placed** on the State website.

5a. SECTION C: FINANCE / INCOME :STATE INCOME

Change to Policy: Strikes out the wording for Life Membership purchases.

Changes to Procedures:

1. Clarifies that the State Treasurer will base the proposed budget for the upcoming biennium on dues-paying members only.
4. Strike the wording for Life Membership purchases and cross-references Section A: Life Membership.

5b. SECTION C: FINANCE / INCOME STATE DUES

Changes to Procedure 3. See Section C: Finance/Income Collection of State Dues from Initiates for the prorated dues collection from initiates.

5c. SECTION C: FINANCE / INCOME FINANCIAL ACCOUNTS

Changes to Procedure 1. Chapter dues **and** late fees will be contributed to the general fund (Lifetime Memberships can no longer be purchased.)

6a. SECTION G: STATE CONVENTION DISTRICT ROTATION

Changes to Procedure 2. The rotation of the State Convention through the different districts was readjusted from 2022 through 2044.

6b. SECTION G: STATE CONVENTION CONVENTION PROCEEDINGS/REPORTS

Changes to Procedures 2, 3, and 4. Wording was changed to reflect that there is now only one State Secretary rather than a Recording Secretary and a Corresponding Secretary.

Changes to Procedure 5. The cost to produce the Proceedings shall not exceed the line item amount allocated in the California Alpha Delta Kappa State Budget unless additional funds are approved by the Executive Board.

MOTION: Karen moved that the Board approve the updates in sections here labeled as 4h, 5a-5c, and 6a-6b in a block vote. Susan seconded the motion. The motion passed.

23. Update on World Understanding Project C.H.E.A.R.

Grete reminded the Board that the March issue of the KAPPAN has an article co-

authored by Cam Johnston (co-author of the proposal for C.H.E.A.R.) and her, giving details of project C.H.E.A.R. The article can be referred to as questions arise about the calendar for donations, where to donate, and particulars about the project. C.H.E.A.R. is the International World Understanding Project for the 2021-2023 biennium. Donations may be made through July 2023.

Grete asked the Board to make sure their chapters and Councils get the Zoom link for tMarch 19 World Understanding meeting. All sisters are invited. Cam will provide a totally new program that complements the recording of the first meeting with Cam, which can be accessed on the International website. Grete also provided a flier for the Board members with some talking points, to clarify any questions about the project.

24. Questions, Comments, Announcements and Other

25. Closing Thoughts Donna brought out “Resilient Bunny”, a rabbit mascot, to represent how life doesn’t get easier, we just become more resilient. We must continue to be “California Strong”.

26. Adjournment 11:00

Sara adjourned the Executive Board meeting at 11:00 a.m.

Submitted by:
Grete Lima
California Secretary
2020-2022

*Please find the attached copy of “Suggested Procedures for Running an Enhanced Open Board Meeting” as a Pilot Program (as discussed in section 14 of the March 11-13, 2022 Executive Board Minutes)

March 10, 2022

Pilot Program: “Enhanced Open Board Meeting”

Procedures:

In response to Xi Chapter’s Resolution at the 2020 State Convention for a Feasibility Study to expand executive board meetings, the 2020-2022 California Executive Board is pleased to announce a pilot program to enhance Open Board Meetings. The Executive Board makes this announcement with the understanding that Board meetings have always been open, and that this pilot program is an effort to enhance the open Board meetings with one specific purpose: to develop leadership by inviting Alpha Delta Kappa sisters to express themselves on California Alpha Delta Kappa matters.

In accordance with this purpose the Board has adopted procedures to promote fair and orderly public expression. The rules and any norms for participation that the Board identifies will be enforced by the presiding officer of the meeting with the assistance of the sergeant-at-arms. The Board adopted the following procedures:

1. Whether the Board meeting is conducted in person or virtually, immediately after a district conference, the first hour of the Board meeting will be set aside for an “Open Forum”. Any sister with matters related to the business of California Alpha Delta Kappa may participate. Any sister interested in attending the whole Board meeting is able to do so. State Standing Chairmen are encouraged to report to the Board at this time.
2. Under the guidance of the President-elect, each district conference will be announced by a flier that will include an invitation for sisters to participate in the “Open Forum” during the first hour of the Executive Board meeting. The invitation will specifically include the Council President and chapter presidents of the hosting district plus State Standing Committee Chairmen who reside in the district.
3. Prior to the beginning of the district conference, sisters must register with the state Sergeant-at-Arms indicating their intention to participate in the Open Forum portion of the Board meeting. The Sergeant-at-Arms will register their name, chapter, and topic to be addressed.
4. During the Open Forum, the Sergeant-at-Arms will call the participants to speak one by one. Each participant will identify her chapter and the topic she will speak to.

5. Each statement made by a participant shall be limited to a three (3) minutes duration unless the presiding officer adjusts the time limit due to the number of participants.
6. The Sergeant-at-Arms will serve as the timekeeper.
7. At the beginning of the Open Forum, the Sergeant-at-Arms will read the norms the Board has established for all meetings, and will assist the presiding officer in reminding participants of the norms as needed.
8. During the Open Forum, no participant may speak more than once unless all others who wish to speak have been heard. There will be no discussion of the matters presented.
9. The presiding officer may choose to respond immediately to the topic presented by each participant or may choose to get a response from a particular committee before responding to a participant. Also, the decision may be made for the Board to take the topic under consideration, with the intent to respond as soon as possible.
10. The enhanced Open Board meeting will constitute the opening session of the Board meeting and will be documented as such. The secretary will take a silent roll call for the Board and will take a silent roll call for all participants present. The Secretary will document the topics presented by the participants and the Board response. After the one hour Open Board meeting, the Board will proceed to the business on the Board agenda.

Submitted by committee members:

Sara Cooper, President

Karen Kirby, Immediate Past President

Grete Lima, Secretary

Susan Raffo, Historian/Sergeant-at-Arms

2020-2022 California Alpha Delta Kappa Executive Board