



California Alpha Delta Kappa

Executive Board Meetings

Country Inn and Suites by Radisson
Bakersfield

November 4-5, 2022

1.0 Call to Order

The Executive Board Meeting at the Country Inn and Suites was called to order at 2:34 p.m. on Friday, November 4, 2022, by State President Rosena Kruley via Zoom.

2.0 Silent Roll Call

President	Rosena Kruley, <i>Beta Alpha</i>
President-elect	Virginia Riding, <i>Gamma</i>
Immediate Past President	Sara Cooper, <i>Beta Iota</i>
VP Membership	Donna McCartney, <i>Gamma Nu</i>
Treasurer	Laurie Goodman, <i>XiXi</i>
Secretary	Marilynn Bracelin, <i>Alpha Phi</i>
Historian/Sgt.-at-Arms	Debbie Waltzer, <i>Iota</i>
Chaplain	Mari Page, <i>Gamma Mu</i>

3.0 Approval of Agenda

Rosena's agenda was approved.

4.0 Opening Thoughts

Chaplain Mari Page read a quote by Omar Khayyam, "Be happy for this moment. This moment is your life." Mari remarked that a glass can be half empty or half full, happiness is a choice. Happiness can lower your heart rate and blood pressure. Happy people make others happy. Being on the Alpha Delta Kappa State Board can make us happier. Smile, don't blame others, be positive, rid yourself of negative thoughts, be thankful for what you have, exercise, be connected, and have close relationships.

5.0 Review of Norms

The Norms were reviewed by Sergeant-at-Arms Debbie Waltzer:

R	Responsibility for what you say and feel without blaming others
E	Empathetic listening
S	Sensitivity to differences in communication styles
P	Ponder what you hear and feel before speaking

- E Examine your own assumptions and perceptions
- C Confidentiality—board discussions stay on board
- T Trust ambiguity—no debate of who is right or wrong

6.0 Correspondence

There was no correspondence.

7.0 Approval of Executive Board Minutes 9/30-10/2, 2022

Secretary Marilynn Bracelin and President Rosena reviewed the previous meeting's minutes and explained several corrections and changes: under 11.3.1, delete *She will give the checkbook and documentation to Rosena and include a note*. There was also discussion of the person who seconded two of the motions, but no one could remember so it will be necessary to include that information in minutes from now on. A complete Treasurer's Report and Membership Report will need to be included in minutes from now on also.

8.0 Valley District Conference Plans

President-elect Virginia Riding reported on the plans for the Valley District Conference. Rosena announced that Wendy Hodash, the Conference chair, needs to update her phone number on the website.

8.1 Virginia spoke to Wendy and, following the speakers at the Conference, attendees can walk over to the World War II Memorial in the park to see its progress.

8.2 Virginia announced that instructions for the Kahoot game will be on worksheets put on each table at the Conference. Virginia will give Rosena's welcome speech and Debbie will take pictures of each person giving the presentation. Treasurer Laurie Goodman will manage projections for the presentation. The Power Point presentation will be updated from the Northern District Conference. Immediate Past President Sara Cooper will make sure Rosena is listed as the Zoom coordinator for the Valley Conference. Rosena asked the Membership Vice President and the Treasurer to send her their reports two weeks ahead of Conferences.

9.0 Pilot Program (enhanced open board meeting)

9.1 Review Norms: Debbie will review the Norms before each meeting. She would like help moderating, she prefers to just collect information. Rosena offered to be the moderator.

9.2 Update and Review Procedures: Debbie will send the topics to Rosena. Mari asked to change the Closing Thoughts from before lunch to after lunch. Virginia was concerned about procedures. The Board members asked how they should react to discussions at the open board meetings. Debbie will introduce speakers and their topic and Rosena will moderate. Time limits were increased from three minutes to five minutes.

9.3 Rosena wondered who would be comfortable asking questions of the speaker. Sergeant-at-Arms/Historian Debbie Waltzer felt the board members could ask clarifying questions in order to understand the topic. Rosena will be the presiding

officer/moderator. Marilyn will take notes. The board members are in attendance to listen. Rosena and Virginia felt it would be helpful to know the questions ahead of the meeting.

Virginia wondered what happened to the resolution about pearls.

10.0 Treasurer's Report

10.1 Current Budget Status Report:

State Treasurer Laurie Goodman reported the following:

Checking account	\$23,261.03
Reserve account	\$46,001.07
Scholarship account	<u>\$ 9,753.55</u>
Total	\$79,015.65 Immediate Past President

10.2 Sales at Northern District Conference:

Laurie needs to let Rosena know about putting fund-raising materials out at the Valley District Conference. She will contact the Conference leaders to get their thoughts.

Virginia was concerned that the Altruistic Project funds were sent without the amount being credited to the correct account, followed by a discussion.

11.0 Membership Report

11.1 Membership Update

State Membership Vice President Donna McCartney reported California has 43 Chapters with 910 members.

11.2 Chapter Needs Assessment Update

Donna reported that as of October 15, 2022, 80% of California Chapters had turned in their Needs Assessment report. She will continue working with Alpha Delta, Alpha Psi, Alpha Rho, Delta, Iota, Theta, Gamma Tau, and Tau to help them fill out and file their reports.

MOTION: Laurie Goodman moved to transfer the State Convention Account from Sara Cooper and Bonnie Farris to Rosena Kruley and the new Convention Treasurer who will be appointed at a later date. The motion was seconded by Mari Page. Following discussion, the motion passed.

12.0 Enhanced Open Board Meeting (Pilot Program)

Guests: International President Mollie Acosta and Southwest Regional President-elect Mary Ann Englehart

- Rosena greeted everyone and announced that she would be the moderator.
- Debbie announced that board members can ask for clarification, if needed.
- Donna read Rosena's Norms.
- International President Mollie Acosta spoke on concerns she has about Leadership by Committee that she has received from other Chapters trying the Leadership by Committee

model. The Communicator and Treasurer need to be identified in the database. The International Executive Committee is aware of some of the problems and will address them.

- Sara asked about the World Understanding Fund and fund-raising. The International Executive Board is reviewing the guidelines and plan to simplify the process for requesting funds.
- There were concerns about paying International dues on-line. Laurie wondered if enough projects were available. Mollie replied that there were projects available and members should apply again if they were not chosen.
- Virginia wondered if pearls were available for those who attend Conferences and Conventions. Molly replied that at this time the database will not allow that to happen, but maybe by 2024 it will be available. The headquarters staff is working on solving the problem.
- Southwest Regional President-elect Mary Ann Englehart announced that they are working on a challenge—a *Tri Alpha Lon*—to encourage communication and motivation. She will send information to the Executive Board within a week.
- International Vice President Diane Best will be attending the Marina Conference.

13.0 Reconvening Thought

Mari announced that the group would be continuing the business of Alpha Delta Kappa.

14.0 Unfinished Business

14.1 Changes to Policy and Procedures Sections

Sara announced that this report has been deferred due to misinformation in the document. Rosena has made corrections for Sara.

Mari suggested updating the Policies and Procedures wording for the Membership Award, which members would discuss.

14.2 Recommendations from State Convention Report — May 14, 2022

- page 47 — CA State President
 - sentence #1, no, the meaning of sentence #1 is unclear, it needs more clarification
 - sentence #2, yes, encourage and train members in technology
 - sentence #3, yes, encourage Executive board to participate and share
 - sentence #4, yes, train board members in using technology—a work in progress
 - sentence #5, yes, immediate past president to contact past officers and mentor
 - sentence #6, yes, International 3P trainers stay with officers for biennium
 - sentence #7, yes, explore, train, utilize folders—a work in progress
 - sentence #8, yes, Rosena wants member diversity and a sense of belonging—work in progress
 - sentence #9, yes, encourage president-elect to attend meetings with president in progress
 - sentence #10, yes, recommend board members assist those having difficulty, a listening ear, a safe zone—a work in progress

- page 49 — Immediate Past President
 - sentence #1, yes, continue to mentor and train board members
 - sentence #2, yes, continue to act as a technology resource, add if applicable/if capable
 - sentence #3, yes, promote use of websites
 - sentence #4, yes, monitor changes and apply revisions appropriately
 - sentence #5, yes, support activities to increase membership
- page 51 — President-elect
 - sentence #1, yes, consider more use of virtual meetings, one-night stays for future Conferences to save money
 - sentence #2, yes, training for Presidents' Councils by president-elect, transmit important information to Councils early in biennium, put on website, change to digital, make use of Greek Squad
 - sentence #3, yes, board members should review officer descriptions in State Officers Chairman Manual
- page 53 — Vice President for Membership
 - sentence #1, yes, focus on membership
 - sentence #2, yes, meet with newly elected membership vice presidents and review duties
 - sentence #3, yes, train chapter membership chairs and presidents on membership and websites
 - sentence #4, yes, send monthly membership memos to chapters and state board, write articles for state newsletter and send ecards
 - sentence #5, yes, continue awarding *California Membership Awards*
 - sentence #6, yes, make personal contact with members, listen to and address concerns
- page 54 — Treasurer
 - sentence #1, yes, use electronic accounting system for income and expenses
 - sentence #2, yes, provide support to incoming treasurers
 - sentence #3, yes, keep outgoing treasurer on all accounts for first biennium
 - sentence #4, yes, incoming treasurer should not take over accounts until after chapter C-1 Annual Audit Reports and e-postcards are completed and collected
- page 56 —Secretary
 - sentence #1, yes, write motions before virtual meetings and send to secretary
 - sentence #2, yes, follow agenda closely and work with president
 - sentence #3, no, have co-secretaries to lighten the load
 - sentence #4, yes, forward officer reports to secretary with correct wording for minutes
 - sentence #5, yes, use electronic survey or evaluation responses but have hard copies available in case poll malfunctions
 - sentence #6, yes, officer materials need to be turned over to new officer by certain date
 - sentence #7, yes, increase price of hard copies from \$15 to \$20
- page 59—Historian/Sergeant-at-Arms

sentence #1, yes, use electronic tool for State President's Biennium Book, provide easy instructions for historians and post on website
sentence #2, yes, continue using *Shutterfly*
sentence #3, yes, suggest that Chapter historians also use *Shutterfly*
sentence#4, yes, make State President's book more personal with photos, items, events she would like included
sentence #5, yes, continue to use AirDrop if using iPhone to share images
sentence #6, yes, follow job descriptions in Officers' Manual

- page 60—Chaplain

sentence #1, yes, start at the beginning of the biennium to collect pictures and information and send messages of sympathy for Omega sisters, encourage listing Omega sisters in *Kappan* earlier
sentence #2, yes, include State President's theme in thoughts and activities
sentence #3, yes, use search engines to find quotations, poems, and historical facts to support themes
sentence #4, yes, visit International website for ideas and keep California website updated

State Standing Committee Chairman report to be continued at the Marina Conference.

14.3 Presidents' Council Handbook

Virginia reported that she is working on completing the Handbook. Virginia stated she would get it to the Council Presidents and the Executive Board when it is completed.

14.4 Status on New Projector

Rosena reported that she is still checking prices and will have more information at the Marina District Conference.

14.5 Chapter Officers Training Update

Rosena thanked Mari for updating the officer training information.

Debbie announced that Sara has information on all officers in California, which is on the Alpha Delta Kappa website under Officers.

Virginia will send emails to all of the Presidents-elect to see if they have any questions or need help with their positions.

Rosena will send job descriptions to Chapter Presidents-elect and ask if they have any questions and encourage them to contact Virginia for information or help.

MOTION: Virginia Riding moved that the bills from the Northern District Conference be approved for payment. The motion was seconded by Mari Page. Following discussion, the motion passed.

15.0 New Business

15.1 Liaison Report Feedback

No discussion occurred.

15.2 President's Liaison Report

Rosena announced that a grant has been awarded. Mari announced that there is a scholarship recipient from each California District.

15.3 November/December Newsletter

Rosena needs newsletter articles by the second week of December, as well as information from Chapters and Councils for the January newsletter. She will send out the Southwest Region newsletter.

15.4 Evaluation of Valley District Conference

Virginia reported on the evaluations from Conference attendees. Most of the comments were positive. Rosena asked that copies be sent to the Executive Board and to the Valley District Conference coordinator, Wendy Hodash.

15.4.1 Donna remarked that sisters are not getting information from the board. She also wondered if it would help to have the Pilot Program as part of the Conference with information included in the flyer. Sara reported that Valley District members didn't receive invitations to the (Pilot Program) Open Forum. Mari feels it is important to include the information in the Conference invitation, as well as the agenda and information about the Open Forum. Virginia said that she sent a notice to Wendy but maybe members have no concerns or questions. Also, she would like to have information sent to her before Conferences. Sara remarked that all members need to feel welcome and those who wish to participate need to contact Debbie. Rosena said Debbie needs the information at least one week prior to a Conference so she and Rosena will know who wants to speak and their topic. Donna wondered if an Open Mike format would work. Rosena said we will continue to use the current format. Debbie will update the invitation concerning the Open Forum with two additional questions. She will send the updated version to board

15.4.2 Debbie felt that the Open Forum went better this time with Rosena as the moderator. She also felt it necessary to make it worthwhile for members to stay. Mari remarked that members need to be invited to come and to listen. Donna suggested sending flyers to Council members explaining the Open Forum. Sara volunteered to write an article for the newsletter explaining the Open Forum. Virginia will edit the article. Rosena needs the article by the second week of December for the newsletter. Rosena suggested changing the name of the Open Forum to Member Input Forum.

15.5 Marina District Conference, January 20-22, 2023

Virginia announced that the Marina District Conference will be in-person at the Palm Garden Hotel in Thousand Oaks. Members will be able to stay at the same hotel where the Conference is held. Barbara Murray will host a dinner at her home on Friday, January 20. The speaker will probably be virtual. Her theme is "The Importance of Music in Our Lives". Rosena said the theme is "Step Into the Future with Music". Registration is at 9 a.m.

15.6 Review and Payment of Bills

MOTION: Donna McCartney moved that the treasurer pay the bills for the Valley District Conference. The motion was seconded by Virginia Riding. The motion passed.

16.0 Announcements

Rosena announced that four Classroom Grants were awarded in California.

January 1, 2023	Membership Campaign begins
January 31, 2023	Regional Professional Development Scholarship applications due
February 15, 2023	Fine Arts grant application due
February 15, 2023	Living Memorial Scholarship application due
March 1, 2023	AΔK Future Educator Scholarship application due
March 1, 2023	Maxine B Pettibone Scholarship application due
July 13-16, 2023	International Convention, Kansas City, MO
	Educational Symposium virtual July 6-7, 2023

18.0 Closing Thought

Chaplain Mari Page reminded members that we worked, we smiled, we laughed and we connected this weekend.

19.0 Adjournment

President Rosena Kruley adjourned the meeting at 6:21 p.m.

District Conferences 2022-2023

January 21, 2023	Marina
March 11, 2023	Southern

District Conferences 2023-2024

October 7, 2023	Northern
November 4, 2023	Valley
January 20, 2024	Marina
March 9, 2024	Southern

Submitted by Marilynn Bracelin, CA State Secretary