



**California Alpha Delta Kappa
Executive Board Meeting
Bay Landing Hotel, Burlingame
And
Basque Cultural Center, South San Francisco
September 30-October 2, 2022**

1.0 Call to Order

The Executive Board Meeting at the Bay Landing Hotel in Burlingame was called to order at 2:30 p.m. on Friday, September 30, 2022, by State President Rosena Kruley.

2.0 Silent Roll Call

President Rosena Kruley, *Beta Alpha*
President-Elect Virginia Riding, *Gamma*
Immediate Past President Sara Cooper, *Beta Iota*
Vice President for Membership Donna McCartney, *Gamma Nu*
Treasurer Laurie Goodman, *XiXi*
Secretary Marilyn Bracelin, *Alpha Phi*
Historian/Sergeant-at-Arms Debbie Waltzer, *Iota*
Chaplain Mari Page, *Gamma Mu*

3.0 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

4.0 Approval of Agenda

Immediate Past President Sara Cooper requested an addition to the agenda at 11.3.1 concerning the State Convention Account closure, which was accepted as amended.

5.0 Opening Thought

Chaplain Mari Page reflected on being an Executive Board member and a member of Alpha Delta Kappa. She finds membership encourages the joy of helping others which she feels promotes happiness and a sense of belonging. A quote by Audrey Hepburn was read: “As you grow older, you will discover that you have two hands, one for helping yourself and one for helping others.”

6.0 Approval of Leadership Training Minutes

Rosena corrected the minutes under 14.4 Membership Pearls of Achievement to read: The Executive Board suggested that Donna_email the Chapter Presidents the S.M.A.R.T Goals instead of Rosena. The minutes were approved as corrected.

7.0 Correspondence

Received:

- Treasurer Laurie Goodman reported that correspondence was received from Elizabeth Murray of Alpha Psi concerning their request to disband their Chapter. The correspondence was referred to Vice President for Membership Donna McCartney.
- Anita Brown of Alpha Lambda sent a thank you note for the Executive Board’s thank you note.

Sent: None was reported

8.0 Northern District Conference Plans

8.1 Review Pilot Program Procedures

Rosena explained that the Pilot Program will not take place at the Northern District Conference but will start at the Bay Landing Hotel a half hour after the Conference ends.

8.1.1 Follow-up

Debbie asked if a sign-up sheet and/or name tags would be needed for the speakers at the conference or the pilot program. Rosena felt they would not be necessary. Laurie felt it important to identify the purpose and necessity of the pilot program. Debbie read the guidelines for the Enhanced Open Forum adopted at the August Executive Board meeting. Rosena said it is important to encourage active listening and discussions.

8.2 Review Program

Rosena announced that Debbie will lead the flag salute. There will be a welcome statement from the Golden Gate Council President and a membership count of the chapters attending the convention. Donna will present the Membership Report. Mari will give the Thought for the Day. Mari will present 2020 – 2022 Membership

Certificates of Recognition. Virginia will introduce the Executive Board for 2022-2024.

8.3 Review of Kahoot Game

President-elect Virginia introduced the Kahoot game and gave directions for playing the classic version of the game. Board members practiced on their phones or tablets for several games. Possible problems were discussed:

- Tap twice if the answer does not send
- Read the whole question carefully before answering
- Answer quickly but correctly.
- Executive Board members will roam during the game and help participants. If participants have a problem, have them close the game and reopen it.
- Share, help, identify tech savvy members at tables
- Encourage using partners.
- Board members will sit at different tables.

Rosena encouraged making the game fun, not frustrating. It is a good way to learn about Alpha Delta Kappa.

The meeting was recessed until Saturday at 2:30 p.m.

The meeting was reconvened Saturday, October 1 at 2:45 p.m. for the Enhanced Open Board Meeting

9.0 Enhanced Open Board Meeting

Debbie read the policies for Enhanced Open Board meetings and Rosena's Norms RESPECT.

1. International President Mollie Acosta announced she is here to listen and appreciates the opportunity to hear concerns International can help with.
2. Southwest Regional President Mary Ann Englehart stressed connectivity and the importance of retaining and increasing membership. She reported that chapters can post and share on Connect to connect with individuals, chapters, and chapter presidents. Members can use Zoom to connect.
3. State Bylaws Chairman Colleen Golden, *Beta Rho*, reminded members that State bylaws are aligned with International bylaws. Chapter bylaws need to be certified, filled in and returned.
4. State Scholarship Chairman Susan Raffo encouraged members to reach out and help with scholarship monies and grants. She will track scholarships monthly and send flyers with links to help find information about various scholarships.

There was a break until 3:30 and the meeting reconvened at 3:34 p.m.

10.0 Reconvening Thought

Mari encouraged members to continue the important work of Alpha Delta Kappan to accomplish the business and goals of Alpha Delta Kappa.

11.0 Treasurer's Report

Laurie gave the following Treasurer's Report:

Bank accounts update

Balance as of October, 2022:

Bank Accounts

Wells Fargo Bank WF Checking \$27,826.01
WF Reserve \$46,000.30
WF Scholarship \$ 9,753.39
TOTAL Bank Accounts \$83,579.70

Investment Accounts

ADK Foundation Noel Leonard \$64,755.55
TOTAL Investment Account \$64,755.55

OVERALL TOTAL \$148,335.25

11.1 Current Budget Status Report

Virginia reported that the Budget Status report is tabled until the Valley District Conference as she needs to meet with Diana Galvan. The budget status report will be presented then.

11.2 Status of C-1 Reporting and ePostcard Filings

Virginia reported that [all](#) chapters have turned in their C-1 and e-Postcards.

11.3 Signatures on Checking/Bank Accounts

Rosena needs to make an appointment with Wells Fargo to change the signatures on the accounts. Rosena will need a letter of authorization from the Executive Board Treasurer to explain the purpose of why she will need to sign the papers in front of an agent at the bank.

11.3.1

Sara reported that the State Convention Account has been closed. She will give the checkbook and the documentation to Rosena and include a note.

MOTION: Laurie 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. Motion passed.

Donna reported that the seed money in the Convention account given to Rosena is to stay in that account until Rosena appoints a Convention Treasurer. Sara will give the checkbook to Rosena.

12.0 Membership Report

12.1 State Vice President for Membership Donna McCartney reported there are 920 members. No other membership data was shared.

12.2 Leadership by Committee

Donna explained the models for Leadership by Committee. Laurie reminded members that the primary purpose of Alpha Delta Kappa is to support educators. There was discussion about the term “Limited but Vital Educators” in the model ideas. Members felt the word “must” should be changed to “should” in the first model under bullet number two. Mari recommended making a list of which jobs are essential and which jobs are optional. She encouraged volunteers to take on some of the small jobs. Chapters should make a calendar for the year so that everyone shares the work.

Donna feels that changes should be made that meet the needs of all and what will work with members’ schedules. She will discuss Leadership by Committee at the next meeting.

Debbie asked Donna to meet with Iota on November 8 to explain the Leadership by Committee models.

Members were reminded that Chapter Needs Assessments are due by October 15. Sara explained the Support Sister model. Nine activities are made from fifteen choices: i.e altruistic projects, fraternity education, support for one year. Seven pearls are the goals we are trying to achieve.

Donna reported on the status of chapters thinking of disbanding: Alpha Phi, Alpha Psi, Iota. Donna will support and help them.

Sara encouraged everyone to make chapters feel supported and included.

The meeting was recessed at 5:06 p.m. on Saturday, October 1, 2022.

The meeting was reconvened on Sunday, October 2, 2022 at 9:20 a.m.

13.0 Unfinished Business

13.1 Purchase of a New Projector

Rosena reported that she has checked on information about purchasing a new, better projector. The cost at Best Buy was \$485 for a projector which weighs five pounds. The cost from Amazon was \$585+ and it weighs eight pounds. It can be returned

within thirty days for a full refund. Rosena felt the possible cost might be around \$700. There was much discussion, but it was decided to purchase the projector from Amazon which would be offset by \$200 from Karen Kirby's purchase of the existing projector.

13.3 Review of the Communication Log

In Communication Log, report donations, replies, thank yous. Laurie (Virginia) reported that it is necessary to press enter after entering information in the Communication Log so the information will not be lost. The link to the Communications log is

<https://docs.google.com/spreadsheets/u/1/>

13.3 Calendar dates for Chapter Officers' Training

Mari has scheduled two training meetings. Donna has held four Zoom meetings about the Chapter Needs Assessment. Laurie and Rosena will send emails to chapters with job descriptions, helpful information, and training slides. Debbie will email all forty-three California chapters concerning training. Virginia reminded members that the Presidents' Council Handbook has valuable help and information for training council members. Virginia encouraged members to check the California website for more information.

13.3.1 CA Website

Rosena reported that the CA Website for Chapter Officer Training Is adk.calif.org/chapters-officer-training. State Officers are to send duties and responsibilities to their corresponding chapter officers. For example, the State Secretary will meet with the chapter secretaries, explain, and discuss their duties.

13.4 Review of Recommendations of State Convention Report

Immediate Past State President Sara Cooper distributed and discussed the report from the May 14, 2022, State Convention. It was written and assembled by Past State Secretary Grete Lima. Laurie needs a receipt to reimburse Grete for the publishing cost of the Proceedings of Convention. Rosena thanked Sara and expressed her appreciation to Grete also.

Mari requested that a review of the Report be tabled until the next meeting in order for the board to review the information.

Rosena discussed the recommendations of the State Convention Reports. and asked Laurie to rank them in order of importance. Laurie suggested that when the Executive Board reads the recommendations that they ranked them in their order of importance. The report will be tabled until the next meeting. Review of the recommendations in the report must be completed within the first year of the biennium.

13.5 Approval of Policy and Procedures Section

Sara announced that discussion of the Policy and Procedures Section is tabled until the Valley District Conference in November.

14.0 New Business

14.1.1 Liaison Report Feedback

Debbie explained her report from the Inland Cities Council.

14.2 Presidents' Council Handbook

Virginia opened a discussion about the information in the Presidents' Council Handbook and the best way to format the information. Donna said members should go digital instead of printing spreadsheets. Mari felt going digital was just as difficult to access as spreadsheets. Donna suggested the use of a digital format in the Handbook rather than print. Mari felt that going digital might cause difficulties for some members. The layout of the Presidents' Handbook was discussed. Sara encouraged Virginia to do what works for her. Rosena asked Virginia to use the spreadsheet format but in chapter form. Then, when completed, Virginia will take it to Minute Man Printing Service or a similar service. Virginia will send a copy to each Council President and each Executive Board member.

14.3 Evaluation of Northern District Conference

Laurie reported on the results of the evaluations filled out by Conference attendees. Mari felt that too much was expected of Debbie as the Sergeant-at Arms/Historian when she had to do the PowerPoint presentation as well as take pictures of conference activities. Laurie offered to be a back-up for Debbie. Virginia will provide hard copies of instructions for the game on the tables. Virginia requested having pictures of board members doing what they love to project on the screen at conferences so members can get to know them better.

14.3.1 Feedback on Pilot Program

The Executive Board felt that the board should know the questions before the Friday Board meeting to be able to answer questions. Mari felt presiding officers should ask for the topic when a request to speak is submitted. Laurie said the purpose of an Open Forum is transparency and diversity. She felt the length of time given to speakers should be three to five minutes. Sara said the Open Forum should be for everyone. Moving from one location to another took up more time than anticipated Virginia will ask at conference locations for a room for the Open Forum when making reservations.

14.4 Valley District Conference November 5

Virginia reported the Valley District Conference will be at the Bakersfield Racquet Club with a special presentation of the new World War II Memorial open in Bakersfield. It will be a smaller, low-key group. The board can use the hotel's

breakfast area for a Conference room for Executive Board meeting. The hotel is budget friendly and close to the airport. The reviews are good. Mari and Donna felt a conference room would be more professional and relaxing. Virginia will continue researching other locations assisted by Laurie. Rosena reminded members to check their emails for information concerning the Valley District Conference.

14.5 Review and Pay Bills

The bills were circulated for review.

MOTION: A motion was made that the bills be approved for payment. The motion was seconded. Motion passed

15.0 Announcements

- Rosena thanked everyone for all their efforts and the work done this weekend. She thanked Sara for arranging for the Board to use the conference room.
- Rosena reminded members that Laurie needs to receive receipts, to be verified by the board to reimburse expenses. This can be done virtually with Zoom.
- Sara asked everyone to tell their councils about C.H.E.A.R. since the information in the Kappan was incorrect. The support ends in 2022, not 2023.

16.0 Closing Thoughts

Mari reminded members to stay focused, share, and reconnect to accomplish the work of the board to “Step Into the Future.”

17.0 Adjournment

President Rosena adjourned the meeting at 10:55 a.m.

District Conferences 2022-2023:

Valley November 5, 2022

Marina January 21, 2023

Southern March 11, 2023

District Conferences 2023-2024

Northern October 7, 2023

Valley November 4, 2023

Marina January 20, 2024

Southern March 9, 2024

Submitted by
Marilynn Bracelin
California Alpha Delta Kappa State Secretary