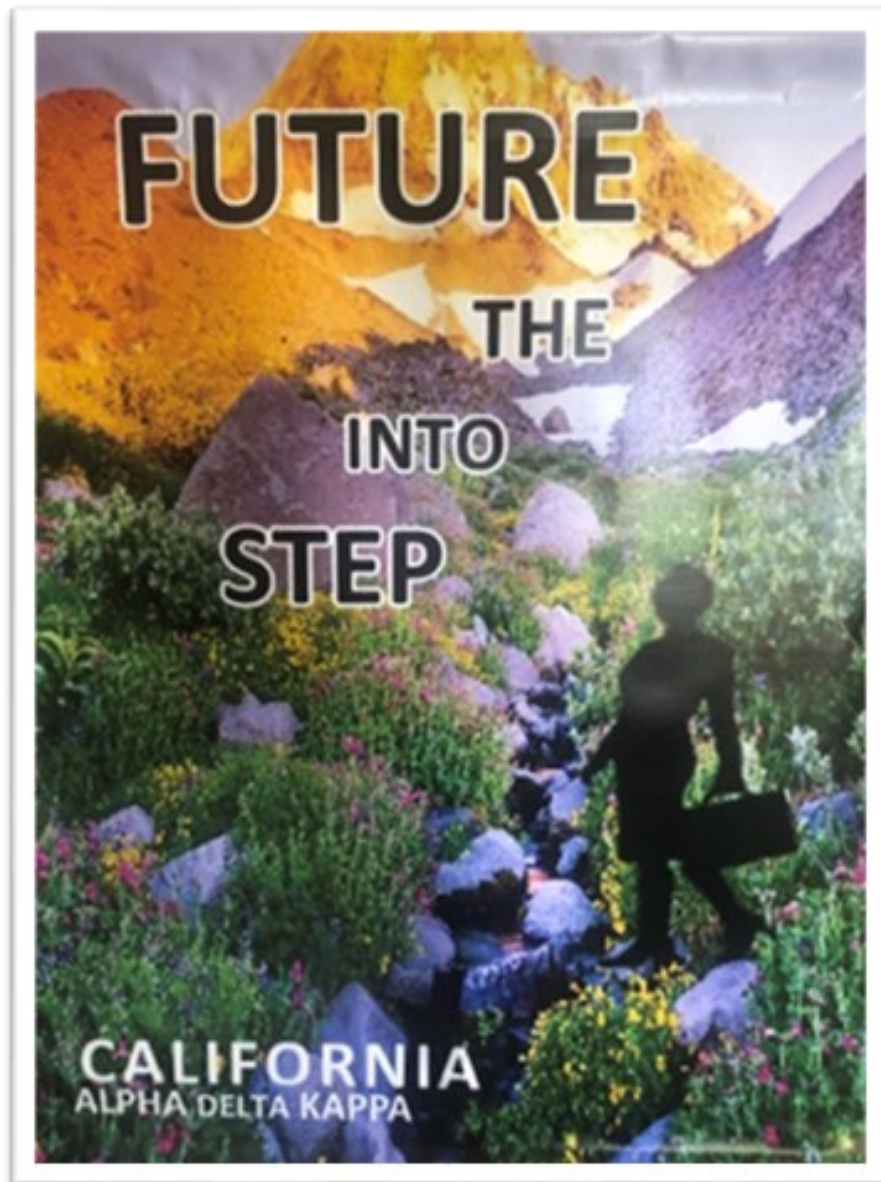


ALPHA DELTA KAPPA

PRESIDENTS' COUNCIL HANDBOOK



2022-2024

PRESIDENTS' COUNCIL HANDBOOK 2022-2024

Introduction

September 2022

The Presidents' Council Handbook 2022-2024 is a reference that can be used throughout the biennium. Besides this hard copy, the information is also available on the California AΔK website (www.adkcalif.org) under the Presidents' Council Handbook menu item. The handbook can be searched online and/or downloaded to your computer or tablet, allowing you to easily search for items you need. A click of the mouse on an item in the Table of Contents will take you directly to the desired page and topic.

Included in this handbook are:

1. District conference planning guidelines
2. Duties of council officers
3. A sample agenda for a district conference
4. The district conference location rotation schedule
5. Calendar dates for district conferences
6. Calendar dates for council meetings
7. Contact information for International, Southwest Regional, California, District, Council, and Chapter officers

Be sure to review the directory information for your council and chapter listed in the handbook. If corrections, revisions, or changes are needed, notify me at adk.virginiariding@gmail.com. Corrections will be made on the California AΔK website as they are received. Therefore, the most updated handbook information will be found on the California website. Changes should also be made in the Directory on the International website. (Note: Chapter presidents, treasurers, and membership chairs can make any types of changes in the Directory. Individual members can only make their own changes as needed.)

Please feel free to contact me, or any member of the California Alpha Delta Kappa Executive Board, to let us know if we can be of assistance to you, your chapter, or your council.

Fraternally,
Virginia Riding
State President-Elect
California Alpha Delta Kappa
adk.virginiariding@gmail.com

Revised 9/22

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Revised 1/2023

AΔK Structure

INTERNATIONAL

Biannual Convention

July 13-16, 2023

Educational Virtual Symposium July 6-7, 2023

7 Regions

Northwest/Southwest Biannual Conference

Seattle, WA June 28th – July 1st, 2024

State

Convention

April 26-28, 2024

District

4 in California,

Annual Conference w/ State Board

Council

11 in California - meet 3x/yr

Chapter

43 in California

September 2022

California AΔK: Districts / Councils / Chapters

NORTHERN DISTRICT

Delta Council

Alpha Phi (Oakland/El Sobrante)
Beta Alpha (Walnut Creek/Concord)
Beta Upsilon (Antioch/Oakley)
Gamma Lambda (Lafayette/Martinez)

Golden Gate Council

Beta (San Francisco/Foster City/San Mateo)
Phi (Belmont/San Francisco/Colma)
Alpha Psi (San Francisco/Millbrae)
Beta Xi (San Francisco, Peninsula, Marin)

Peninsula/South Bay Council

Alpha Lambda (Palo Alto/Mt. View/San Jose)
Beta Kappa (Piedmont/Fremont)
Beta Pi (San Jose)
Beta Rho (Burlingame/ San Carlos/San Francisco)
Gamma Beta (Millbrae/Daly City/Belmont)

Peralta Council

Alpha (Fremont/Oakland/Hayward)
Alpha Alpha (Oakland)
Alpha Nu (Oakland)
Alpha Rho (Oakland)

Sierra Council

Beta Eta (Rocklin/Roseville)
Beta Tau (Chico)

VALLEY DISTRICT

Bakersfield Council

Lambda (Bakersfield)
Theta (Bakersfield)

Fresno/Modesto Council

Gamma (Fresno)
Xi (Caruthers/Oakhurst/Fresno)
Beta Phi (Modesto)

MARINA DISTRICT

Channel Islands Council

Alpha Iota (Westlake Village/Agoura Hills)
Beta Theta (Santa Barbara)

Orange Coast Council

Delta (Rancho Palos Verdes/Torrance)
Pi (Long Beach)
Zeta (Lakewood/Long Beach/Westminster)
Gamma Mu (Laguna Beach/Mission Viejo)
Gamma Nu (Fountain Valley/Irvine)
Gamma Tau (Fullerton/La Habra/Orange County)

SOUTHERN DISTRICT

Inland Cities Council

Iota (Riverside)
Tau (Redlands/San Bernardino)
Alpha Delta (Redlands)
Alpha Pi (San Bernardino)
Beta Iota (Yucaipa/Highland)
Gamma Eta (Palm Springs/Palm Desert)
Fidelis Iota (Redlands)

San Diego Council

Eta (San Diego/La Mesa)
Psi (San Diego/El Cajon)
Beta Omicron (San Diego)

Revised 08/22

Websites

Do you have questions about policies, bylaws, forms, calendars, or scholarship information? You can frequently find answers on one of the AΔK websites.

International Web Site

To log into the international website, go to:

<http://www.alphadeltakappa.org>

On the international website, each member's username and password is unique. Your username is your last name starting with a capital letter plus your AΔK number (e.g. Smith12345). This number can be found on the label of your Kappan magazine. Your chapter treasurer can also find it on the discontinued H-138 forms in her files or on the online chapter tracking form. The password is the same for everyone: ADK2022!

If you have never logged into the site, you will need to follow the prompts for *First Time Users*.

If you need additional assistance, email headquarters at headquarters@alphadeltakappa.org.

California Website

To log into the California website, go to:

<http://www.adkcalif.org>

The username is: kore123. The password is: kore123

Explore! Click on any of the blue page links on the right-hand side. They will take you to important, relevant information and the answers to the questions you may have.

Chapter Websites

Some chapters have their own websites. You can find links to them on the California website. On the right side of the home page, there is a page link entitled Chapter Website Links.

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International Headquarters Contacts

Who to contact?

When contacting International Headquarters, please provide the following information:

Your full name, your S/P/N, and your chapter name

e.g. Jane Doe, CA Beta Eta

International Headquarters
1615 W 92nd St
Kansas City, MO 64114
(816) 363-5525 or
(800) 247-2311
(816) 363-4010 Fax
headquarters@alphadeltakappa.org

Hours: Mon - Fri;
8:30 AM - 4:30 PM
CT

Questions? E-mail the following departments directly:

- dues@alphadeltakappa.org
- meetings@alphadeltakappa.org
- membership@alphadeltakappa.org
- newmembers@alphadeltakappa.org
- reinstate@alphadeltakappa.org
- scholarships@alphadeltakappa.org
- supplies@alphadeltakappa.org

Order jewelry through Marketplace on the International website. See previous page for username and password.

Revised 9/22

Chapter Presidents' Council

Purpose of Chapter Presidents' Council

1. To ensure communication and cooperation among chapters in the council.
2. To assist in communication between chapters and the State Executive Board.
3. To promote fraternal fellowship among the members of the chapters in the council.
4. To further the goals of Alpha Delta Kappa through council activities.
5. To promote the expansion of Alpha Delta Kappa by increasing chapter membership and by organizing new chapters.

Organization of Chapter Presidents' Council

1. Each chapter in California is designated as a member of a particular President's council by the State Executive Board.
2. The membership of a council is made up of the president, immediate past president, and the president-elect and/or vice president of each chapter.
3. Each council has a president and a secretary/treasurer who are currently either chapter presidents or immediate past presidents.
 - a. These officers serve for two years
 - b. A rotation system for each office is needed so that each chapter in the council shares the responsibilities equitably.
 - c. Other council members may be appointed or elected as needed to serve as chaplain, historian, etc.
4. A state liaison officer is assigned to each council by the State Executive Board as an advisor and communication facilitator.
5. The State President-Elect has overall responsibility for the Chapter Presidents' Council.

Meetings of Chapter Presidents' Council

1. Councils meet at least two times per year. Avoid scheduling meetings on the same date as other council meetings in your district and all eight district conferences during the biennium. Refer to District Council Dates and District Conference Dates in this document to avoid conflicts.
2. Councils also meet with other councils in their district and with the State Executive Board once a year at the District Conference.
3. All Councils in the state meet at the California Chapter Presidents' Council Meeting at the State Convention. The State President-Elect is chairman of this meeting.
4. Topics for Chapter Presidents' Council Meetings may include:
 - a. Discussion of bylaws proposals, resolutions, and candidates prior to State Convention and International Convention.
 - b. Sharing of information from State and International Conventions and from the SW Regional Conference.
 - c. Exchange of ideas for programs, altruistic projects, ways and means, fraternity education, membership, and participation.
 - d. Planning of joint chapter activities, such as:
 - i. Founders' Day observance
 - ii. Installation of officers
 - iii. Special speaker programs
 - iv. Strictly social gatherings
 - v. Altruistic projects
 - e. Public relations projects
 - f. Sharing information about sustaining members and considering formation of new chapters.

Duties of the President of the Chapter Presidents' Council

1. Schedule at least two council meetings a year. Avoid scheduling meetings on the same date as other council meetings in your district and all eight district conferences during the biennium.
2. Determine recipients of Noel Leonard Leadership Grants. (See below)
3. Plan the agenda for each council meeting and prepare copies for those who are present. Ask for assistance from the state liaison officer, if necessary.
4. Direct Council Secretary/Treasurer makes copies of the council roster from the Presidents' Council Handbook for every chapter represented. She may access the Handbook on the California website.
5. Work with the Council Secretary/Treasurer to plan a council budget annually during the biennium which includes all necessary expenses. (Determine by mutual agreement of the chapters the amount of the council assessment to be paid by each chapter, if any.) Councils should not accumulate more money than is necessary for normal operating expenses.
6. Direct Council Secretary/Treasurer to file D-1 Tracking form (audit) with the State Treasurer each year by July 1. Be sure to follow current directions from International Headquarters and the State Treasurer regarding interest, sales to non-members, scholarship account, and any 1099 INT.
7. Serve as a delegate from the council to the State Convention at the close of her two-year term of office.
8. At the last council meeting of the biennium, set the dates, times, and places of the council meetings for the following biennium. The Council President should send this information as well as the contact information for all Council officers to the new State President-Elect by June 15 or earlier.
9. At the last council meeting of the biennium, turn over all presidents' materials, including this Council Handbook, to the new Council President.
10. Direct the Council Secretary/Treasurer to send the names, chapters, addresses, phone numbers, and e-mail addresses of the new council officers to the new State President-Elect by June 15.
11. Notify International Headquarters and the State President-Elect of the new Council officers, as they will need this information for the creation of new databases.
12. Work closely with the council's state liaison officer and with the State President-Elect who is the State President of the Chapter Presidents' Council.
13. Read carefully and follow the instructions in this Council Handbook for planning the District Conference if that task falls to you. Work with the liaison officer and share the responsibilities with the entire council.
14. Attend and encourage all the chapter officers within the council to attend the Leadership Training meeting presented by your state liaison officer in September of the first year of the biennium (even years) or the District Conferences as well as the Southwest Regional Conference in July even years.
15. Attend the International Convention which is held in July of odd years.
16. Stay abreast of scholarships and membership campaigns within the state and internationally.
17. Turn this handbook over to the new council president no later than June 1.
18. Develop a specific plan for membership expansion and receive assistance from the state.

19. Encourage your council and chapters to consider donations to the State Scholarship and/or the State Altruistic Project during each biennium. Send all checks, made out to California Alpha Delta Kappa, to the State Treasurer and write on the memo line to which fund it is to be deposited.
20. The Executive Board is continuing to study new formats and designs for district conferences. If you are a hosting council and would like to share your ideas, please contact your state liaison or the President-Elect.

Revised 9/22

Noel Leonard Leadership Grants

These grants honor Noel Leonard, Past State President (1992-1994), and are funded by the interest generated by a \$35,000 endowment from Noel's estate. The grants recognize Noel's belief in the importance of developing leadership skills in Alpha Delta Kappa sisters. Amounts of the grants may vary due to fluctuating interest rates.

There are two opportunities for leadership grants funded by Noel Leonard's legacy.

1. First-time attendees to a California State Convention
2. District Council President (or designee) to attend Southwest Regional Conference

First Timers to California State Convention

1. **One** grant is available to each council. For councils with more than four chapters, an additional grant will be available for each increment of four additional chapters.
2. **It is the responsibility of the Council President to solicit names of first-time attendees from the chapters in the council and to make the selection.**
3. The name of the grant recipient must be submitted to the California State President **no later than four weeks PRIOR to the State Convention.**
4. Registration and attendance at the State Convention will be verified.
5. Checks will be presented at the State Convention.

District Conference Leadership to Southwest Regional Conference

1. **One** grant is available to each council. For councils with more than four chapters, an additional grant will be available for each increment of four additional chapters.
2. This grant is for the council leadership, **Council President, Council Secretary/Treasurer, or designee**, to attend the Southwest Regional Conference held during the summer following the California State Convention.
3. **It is the responsibility of the Council President to select the recipient from the council.**
4. The name of the grant recipient must be submitted to the California State President **no later than June 1** prior to the Southwest Regional Conference.
5. Registration and attendance at the Regional Conference will be verified.
6. Checks will be presented at the Regional Conference.

Revised 9/22

Duties of the Secretary/Treasurer of the Chapter Presidents' Council

1. Record all minutes of the council meetings and maintain them in the permanent file.
2. As the secretary of the council hosting the District Conference, record the minutes of that meeting. Obtain the minutes of the last District Conference from your permanent file and have three members review them for correction/acceptance before the current District Conference.
3. Send/e-mail a copy of minutes from all Council Meetings and District Conferences to:
 - a. Your State Board liaison
 - b. Chapter Presidents of your own council
 - c. Chapter Presidents of all chapters in the district for the District Conference
4. Minutes should include the names of the council president and secretary.
5. Minutes should be sent out no later than two weeks after the meeting.
6. Send meeting notices to the state liaison officer, and all chapter presidents of the council.
7. Make copies of the council roster from the Presidents' Council Handbook for every chapter representative. The Handbook is on the California website.
8. At the end of the biennium, send the new State President-Elect the names and contact information for all Council officers, plus the dates, times, and places for the next biennium's meetings. These are due by June 15.
9. As treasurer, maintain any financial records of the council funds.
10. Hold and disburse assessments from chapters to maintain the council funds as required.
11. As host of the District Conference, maintain financial records. Send in District EZ form to the State Treasurer within the month following the event OR file D-1 Tracking form by July 1.
12. **District conference raffles** may be permitted if conducted in accordance with California laws. Raffles must be registered with the California Attorney General, Registry of Charitable Trusts (CA AOG, RCT) 60 days prior to the raffle. A chapter within the Host Council must register the raffle and report the raffle proceeds to the CA Office of Attorney General, Registry of Charitable Trusts after the raffle is held. Compliance with California law is required in order to maintain non-profit status. Forms and directions are on the California website in the Treasurer's Corner.
13. Serve as the council alternate delegate to the State Convention.
14. At the final council meeting of the biennium, transfer all Secretary/Treasurer records and materials, including this Council Handbook, to the next biennium's Secretary/Treasurer.
15. Attend Leadership Training the first September of the new biennium, the Southwest Regional Conference held the first July of the biennium, and the International Convention the second July of the biennium.

Revised 08/22

Sample Format for Chapter Presidents' Council Meeting Minutes

Name of Council _____

District in the State _____

Date _____

Place/Time of Meeting _____

Names of members present and their chapters

Guests in attendance

Names of members absent and their chapters

Minutes of the previous meeting; corrected and/or approved

Treasurer's report

Unfinished business and the action(s) taken

New business and the action(s) taken

Announcements

Adjournment Time

Signed _____
Council Secretary

Revised 9/

Planning District Conferences by Host Councils

District Conferences are annual meetings of chapters within each of the four districts with the California Alpha Delta Kappa Executive Officers.

2022-2023

October 1, 2022	Northern District Conference (Peralta Council)
November 5, 2022	Valley District Conference (Bakersfield Council)
January 21, 2023	Marina District Conference (Channel Islands Council)
March 11, 2023	Southern District Conference (San Diego Council)

2023-2024

October 7, 2023	Northern District Conference (Sierra Council/Delta Council)
November 4, 2023	Valley District Conference (Fresno/Modesto Council)
January 20, 2024	Marina District Conference (Orange Coast Council)
March 9, 2024	Southern District Conference (Inland Cities Council)

Why:

1. To encourage fraternal fellowship among chapters and members of the district
2. To meet with the members of the State Executive Board and share ideas
3. To enrich members' knowledge and understanding of Alpha Delta Kappa
4. To expand members' view of Alpha Delta Kappa beyond the chapter and council
5. To share a delightful day of Alpha Delta Kappa

Who:

1. The responsibility for hosting the district conference is rotated annually among the different councils within each district. In the event of a joint council district conference, the host council also rotates annually.
2. The president of the hosting council runs the meeting from the beginning to the end with assistance of the council and the State Executive Board.
3. The state liaison officer and State President-Elect assist in the planning.
4. The entire State Executive Board attends the meeting.

What:

1. The District Conference consists of a morning (2 ½ hours) business meeting, including a learning/sharing experience on any aspect of Alpha Delta Kappa desired by the hosting council. The session may take the form of workshops, panel discussions, speakers, or a combination thereof, or whatever else is desirable and practical. Plenty of time should be scheduled for socializing, as well. Be as creative, original, and resourceful as possible. The conference belongs to the district and the hosting council, but the State Executive Board is also involved in the planning. The breakfast or luncheon is a special social time that can include a speaker or program.
2. The State President should be given the opportunity to speak at either the morning or luncheon session.
3. Members of the State Executive Board are available as resource people or discussion/workshop leaders for the morning session. Work with your liaison officer from the State Executive Board and the State President-Elect as to how to utilize the state officers.
4. The venue should accommodate the scope of the planned event and projected attendance. Handicapped access must be available for conference and break-out sessions. For the use of the State Board and any speakers, the venue should also include a microphone and projector and screen or clean wall with seating arranged for maximum viewing. Rev 8/22

Planning Tips for President of the Host Council

1. Start early. A year in advance is not too soon.
2. Get a general idea of the type of morning conference desired and begin planning. Contact the State President-Elect with your plans and to firm up plans for the participation of the State Executive Board.
3. Delegate responsibilities to chapters in the council, e.g. reservations, morning session planning, luncheon, speaker or program, decorations, registration and name tags, door prizes, printed flyers and programs, hostesses, centerpieces, etc.
4. Reserve the meeting place. Get as much of the agreement in writing as possible. If workshops are being given, try to negotiate break-out rooms. Remember to consider handicapped accessibility.
5. As you determine the registration fee for the event (luncheon and other costs), have your Council Treasurer acquire a D-1 Tracking Form or an EZ D Tracking form from the International website under Documents and Forms. Be sure to file it with the State Treasurer by July 1, following the District Conference.
6. Refunds for the district conference may be considered by the council(s) only if there are extenuating circumstances. A member must request a refund in writing to the host council president within thirty days of the conference giving the reason(s) for requesting the refund. The council will notify the member of its decision.
7. Send invitations, either handwritten or via email, to each State Board member. Include a registration form within the State Treasurer's invitation. She will return it with a check from the state treasury to cover the luncheon fees for the State Executive Board.
8. Obtain a copy of the minutes from the previous District Conference either from your previous Council Secretary or state liaison officer.
9. The previous minutes may be read by the hosting Council Secretary at the conference with an entertained motion to approve, OR minutes may be read and approved by three members appointed by the hosting Council President who attended the last District Conference. Without any objections, the minutes can be approved as read and/or corrected by the committee. Copies should be made available for those who want to read them.
10. According to California's Policy and Procedures, the host council may organize fund-raising activities only to defray expenses of the conference. If funds remain after expenses are met, a portion of the money may be retained by the council for future conference expenses. Any remaining funds will be designated for the council's altruistic project, or for the state altruistic project, or for the state's scholarship account. Refer to "Chapter Sales at District Conferences" included in this handbook in the Protocol for a District Conference for procedures to guide chapter sales at district conferences.
11. The hosting Council President serves as the overall chairperson and Mistress of Ceremonies for the entire day. The rewards of responding to the challenges of a District Conference are great in terms of satisfaction, friendship, and growth.
12. Review the "Sample Agenda for District Conference" included in this handbook as a guide when preparing the conference agenda.

Sample Agenda for District Conferences

I. Registration (usually between 9:00-9:30)

II. Morning Meeting (usually begins at 9:30)

A. Call to Order—Host Council President

B. Flag Salute – State Historian/Sgt-at-Arms

C. Chaplain’s Thought—State Chaplain

D. Roll Call—Host Council Secretary

E. Minutes of the Previous District Conference - Host Council Secretary.

At least 10 copies need to be available for members to read upon request.

Minutes may be:

- read aloud, OR

- accepted by the Host Council President as approved by a committee. (See Planning Tips, item #8) In this case, minutes would NOT be read at the District Conference.

F. Treasurer’s Report—State Treasurer

(may include a brief fraternity education, as well as financial figures)

G. Membership Report – State Vice President for Membership

G. Introductions—State President-Elect

1. State Board (part of fraternity education)

2. Past State Presidents

3. Past State Board Members

4. State Committee Chairmen

5. District Council Presidents and Secretaries

6. Chapter Presidents

H. State President’s Message—State President

I. Fraternity Education—State President-Elect

1. An opportunity for sisters to communicate thoughts and opinions pertinent to Alpha Delta Kappa: local, state, and international topics.

2. Break-out groups (arranged by host council)

3. Officer Training

Luncheon (usually begins around 12:00 noon)

A. Welcome to Luncheon Attendees—Host Council President

B. Chaplain’s Thought—State Chaplain

C. Entertainment, and/or Speaker. The host council is responsible for the program with the assistance of the State President-Elect.

D. Closing Thought—State Chaplain

E. Singing of “The Lamp of Alpha Delta Kappa”

Protocol for a District Conference

1. The United States flag should be in the room during the conference. The State Historian/Sergeant-at-Arms will open the conference with the flag salute.
2. The eight members of the State Executive Board should be spread amongst the tables to give members a chance to meet them and ask questions. This is preferred to a head table set-up.
3. When the State President is introduced for the first time, it is customary for the membership to stand and applaud.
4. The State President should be given the opportunity to speak either at the luncheon or the morning session.
5. Name cards for the State Board members should be placed at each table for the luncheon to ensure that each board member is at a different table. This allows board members to meet the membership and ensures them seating.
6. To close the conference, it is customary to sing the “The Lamp of Alpha Delta Kappa”.

Chapter Sales at District Conferences

1. To sell items at district conferences, chapters must request permission from the host council. This request must be in writing and made at least three months in advance of the conference. The host council will approve or disallow the request and notify the chapter of its decision within 10 days of receiving the request. The host council has sole discretion, considering facility and program constraints, to grant or deny permission.
2. Chapters given permission by a host council to sell will pay that host council a non-refundable set-up fee of \$20.00.
3. Items to be sold must be related to and/or in support of Alpha Delta Kappa and its altruistic endeavors.
4. The host council will assign the location of sales tables. Sales are only to be conducted prior to and immediately following the conference, but not during the conference. A conference shall be defined as the time between the official convening and the adjournment.
5. The host council may choose to allow sales during meal breaks.
6. All proceeds from sales/services must be placed in Alpha Delta Kappa accounts and used solely for altruistic purposes.
7. **District conference raffles** may be permitted if conducted in accordance with California laws. Raffles must be registered with the California Attorney General, Registry of Charitable Trusts (CA AOG, RCT) 60 days prior to the raffle. A chapter within the Host Council must register the raffle and report the raffle proceeds to the CA AOG, RCT after the raffle is held. Compliance with California law is required in order to maintain non-profit status. Directions and forms are on the California website in Treasurer’s Corner.

Revised 8/22

Checklist for Planning District Conference

- 1. Read sections in Presidents Council Handbook: Planning District Conferences by Host Councils; Planning Tips for President of the Host Council; Sample Agenda for District Conferences; Protocol for District Conferences; Chapter Sales at District Conferences.
- 2. Confirm the date assigned to your council by the Executive Board.
- 3. Arrange for a venue 8 to 10 months in advance. Be prepared to leave a deposit. Be sure that the site has:
 - a. Handicapped access
 - b. Microphones for speakers and/or entertainment
 - c. Podium
 - d. Screen
 - e. Table or cart for projector with extension cord
 - f. American flag
 - g. Adequate seating to accommodate attendees
 - h. Tables for registration and raffles
- 4. Contact State President-Elect at the beginning of your planning to coordinate the format of the conference.
 - a. Lunch or breakfast/brunch
 - * At least two lines for buffet style service
 - * Include dessert if it is lunch
 - b. Cost
 - c. Guest speaker/workshops/break-out sessions. Set time limits.
 - d. Plan time for socializing.
- 5. One of the chapters in the council must apply for a raffle permit through the California Secretary of State. Full instructions are on the California website under the Treasurer's Corner.
- 6. Delegate responsibilities to the council chapters.
 - a. Reservations: sends forms to chapters and State Treasurer
 - b. Decorations
 - c. Registration and name tags for the day of the event
 - d. Printed flyers and programs
 - e. Raffle: prizes, tickets, sales
 - f. Entertainment
- 7. Send an email or written invitation to each state executive board member.
- 8. Publicize and promote the district conference to all district chapters and members.
- 9. Obtain copy of previous district conference minutes.
- 10. Create an agenda. Check Sample Agenda for the District Conference in the Presidents' Council Handbook. Review agenda with State President-Elect.

Revised 8/22

Calendars

An excellent calendar resource was included in the Chapter Officer Reference Guide that was sent to the chapter president, treasurer, and vice-president for membership. This guide contains hyperlinks to the Alpha Delta Kappa Officer Deadlines and Events for odd and even years. Refer to this officer reference guide to create a copy of the calendars.

Dates of meetings and events are subject to change. Be sure to check the online version of the **Presidents' Council Handbook** on the **California AΔK website** www.adkcalif.org frequently.

Contact the State President-Elect informing her of any changes in Council meeting dates. The State President-Elect will submit changes to the **Presidents' Council Handbook** to the Technology/Webmaster Chairman to post on the **California AΔK website**.

Revised 09/22

District Conference Dates

District Conferences are annual meetings of chapters in each of the four districts in California. California's State Executive Board officers also meet during the weekend of District Conferences.

When: On a Saturday designated by the California State Executive Board

Where: City location determined by the Council hosting the District Conference

DO NOT SCHEDULE ANY OTHER ALPHA DELTA KAPPA FUNCTIONS ON THESE DATES.

2022-2023

October 1, 2022	Northern District Conference (Golden Gate Council)
November 5, 2022	Valley District Conference (Bakersfield Council)
January 21, 2023	Marina District Conference (Channel Islands Council)
March 11, 2023	Southern District Conference (San Diego Council)

2023-2024

October 7, 2023	Northern District Conference (Peninsula/South Bay)
November 4, 2023	Valley District Conference (Fresno/Modesto Council)
January 20, 2024	Marina District Conference (Orange Coast Council)
March 11, 2024	Southern District Conference (Inland Cities Council)

2024-2025

October 5, 2024	Northern District Conference (Peralta Council)
November 2, 2024	Valley District Conference (Bakersfield Council)
January 25, 2025	Marina District Conference (Channel Islands Council)
March 8, 2025	Southern District Conference (San Diego Council)

2025-2026

October 4, 2025	Northern District Conference (Delta Council/Sierra Council)
November 8, 2025	Valley District Conference (Fresno/Modesto Council)
January 24, 2026	Marina District Conference (Orange Coast Council)
March 14, 2026	Southern District Conference (Inland Cities Council)

Spring, 2024

CA State Convention

April 26-28, 2024 (Northern District – Double Tree, San Jose)

2026 Southern District	2038 Marina District
2028 Valley District	2040 Northern District
2030 Marina District	2042 Southern District
2032 Northern District	2044 Valley District
2034 Southern District	2046 Marina District
2036 Valley District	2048 Northern District

Revised 08/22

Presidents' Council Meeting Dates

Northern District

<i>COUNCIL</i>	<i>DATE</i>	<i>HOSTING CHAPTER</i>
Delta	September 17, 2022	Zoom
	January 14, 2023	Zoom
	May 20, 2023	Zoom
Golden Gate	September 8, 2022	
	January 13, 2023	Beta Xi
	May 5, 2023	Phi (Scholarship Luncheon)
	September 8, 2023	Beta
	January 12, 2024	Phi
	May 4, 2024	Beta Xi
Peninsula/South Bay	September 10, 2022	Gamma Beta
	February 4, 2023	Alpha Lambda
	May 13, 2023	Beta Kappa
	September 23, 2023	Beta Pi
	February 3, 2024	Beta Rho
	May 11, 2024	Gamma Beta
Peralta	September 24, 2022	Zoom
	January 7, 2023	Zoom
	June 10, 2023	Zoom
	September 16, 2023	Zoom
	January 6, 2024	Zoom
	June 8, 2024	Zoom
Sierra	October 10, 2022	Zoom
	February 25, 2023	Beta Tau

Valley District

<i>COUNCIL</i>	<i>DATE</i>	<i>HOSTING CHAPTER</i>
Bakersfield	September 9, 2022	
	October 15, 2022	
	TBA	
Fresno/Modesto	August 31, 2022	
	January 18, 2023	
	April 19, 2023	

Revised 09/22

Marina District

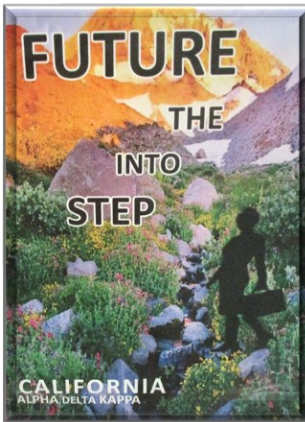
<i>COUNCIL</i>	<i>DATE</i>	<i>HOSTING CHAPTER</i>
Channel Islands	To Be Announced	
Orange Coast	September 18, 2022	Zoom
	November 18, 2022	Zoom
	February 23, 2023	Zoom

Southern District

<i>COUNCIL</i>	<i>DATE</i>	<i>HOSTING CHAPTER</i>
Inland Cities	September 17, 2022	
	January 28, 2023	
San Diego	January 28, 2023	San Diego
	March 11, 2023	After Southern District Conference

Revised 11/22

State/Region/International Directories



Alpha Delta Kappa California State Executive Board 2022-2024

“Step Into the Future”

President

Rosena Kruley, *Beta Alpha*
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adk.kruleyr@gmail.com

President-Elect

Virginia Riding, *Gamma*
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Immediate Past President

Sara Cooper, *Beta Iota*
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Chaplain

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Historian/Sgt-at-Arms

Deborah A. Waltzer, *Iota*
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RESILIENT CREATIVE FLEXIBLE

State Officer Liaison Assignments to Chapter Presidents' Councils

2022 - 2024

NORTHERN DISTRICT

<i>COUNCIL</i>	<i>LIAISON</i>	<i>EMAIL</i>
Delta	Marilynn Bracelin	bracelins14@gmail.com
Golden Gate	Susan Raffo	adkraffo@gmail.com
Peninsula/South Bay	Susan Raffo	adkraffo@gmail.com
Peralta	Rosena Kruley	adk.kruleyr@gmail.com
Sierra	Diana Galvan	adk.dianagalvan@gmail.com

VALLEY DISTRICT

<i>COUNCIL</i>	<i>LIAISON</i>	<i>EMAIL</i>
Bakersfield	Virginia Riding	adk.virginiariding@gmail.com
Fresno/Modesto	Laurie Goodman	adk.lgoodman@gmail.com

MARINA DISTRICT

<i>COUNCIL</i>	<i>LIAISON</i>	<i>EMAIL</i>
Orange Coast	Mari Page	adk.mari.page@gmail.com
Channel Islands	Donna McCartney	adk.donna.mccartney@gmail.com

SOUTHERN DISTRICT

<i>COUNCIL</i>	<i>LIAISON</i>	<i>EMAIL</i>
Inland Cities	Debbie Waltzer	adk.debbiewaltzer@gmail.com
San Diego	Sara Cooper	adk.sara.cooper@gmail.com

California State Committees

Scholarship Chairman:

Susan Raffo, *Beta Rho*
 1309 Castillo Ave.
 Burlingame, CA 94010
 (650) 759-4905
adkraffo@gmail.com

Scholarship Committee

Northern	Valley
Marlene Cordova, <i>Phi</i> 1542 30 th Avenue San Francisco, CA 94112 (415) 731-4251 adk.marlenecordova@gmail.com	Lila Perez, <i>Theta</i> 12201 Wildwood Park Place Bakersfield, CA 93311 (661) 303-1201 lpperez23@gmail.com
Marina	Southern
Sandy Johnson, <i>Gamma Tau</i> 1501 Canterbury Court – D Placentia, CA 92870 (714) 305-9444 dtsandy10@hotmail.com	Catherine McAweeney, <i>Beta Omicron</i> 2830 Fallbrook Lane San Diego, CA 92117 (760) 420-3912 clmcaweeney@yahoo.com

Altruistic Reports Chairmen:

Northern & Valley	Marina & Southern
Fran Dunleavy, <i>Beta Rho</i> 457 Mariposa Drive South San Francisco, CA 94080 (650) 580-1509 francesmdunleavy@gmail.com	Diane Poettgen, <i>Gamma Mu</i> 21311 Birdhollow Dr Cyn, CA 92679 (949) 584-5836 dlpoettgen@gmail.com

California State Altruistic Project Chairman:

Susan Blough, *Zeta*
 5231 Clark Cr
 Westminster, 92683
 (714) 349-0125
susanblough@gmail.com

State Altruistic Project Committee

Northern	Valley
_____	_____
_____	_____
_____	_____
_____	_____
Marina	Southern

_____	Faye Hopper, <i>Iota</i>
_____	20658 Gelman Dr.
_____	Riverside, CA 92508
_____	(951) 653-0124
	fhopper2@verizon.net

Candidate Qualification Chairman:

Cynthia Acerno, *Beta Omicron*
 7467 Mission Gorge Road
 SPC 292
 Santee, CA 92071
 (619) 244-2672
acerno@comcast.net

Candidate Qualification Committee

Northern	Valley

Marina	Southern

Bylaws Chairman:

Colleen Golden, *Beta Rho*
 98 Carmel
 Pacifica, CA 94044
 (650)738-0811
colleenglndn@yahoo.com

Technology Chairman and Webmaster:

Karen Kirby, *Gamma Mu*
 21921 Calatrava
 Mission Viejo, CA 92692
 (949) 466-8786
adk.karen.kirby@gmail.com

Excellence in Education Chairman:

Pam Burris, *Gamma Nu*
 10 Fair Oaks
 Laguna Niguel. 92677
 (949) 495-1621
Makana4@sbcglobal.net

World Understanding Chairman:

Kathleen O'Malley, *Gamma Eta*
 67680 Ontina Road,
 Cathedral City, 92234
 (760) 409-2722
kthln.omalley@gmail.com

Balloting Chairman:

Patrice Mallory-McCarley, *Beta Rho*
 504 Howard Avenue
 Burlingame, CA 94010
 (650) 678-2132
peedy5@sbcglobal.net

Resolutions Chairman:

Kathleen Meadows, *Beta Alpha*
 831 Park Way
 El Cerrito, CA 94530
kathleenm@gmail.com
kthln.omalley@gmail.com

California State Convention 2024

SAVE THE DATE

**The California State Convention
will be held April 26 - 28
Double Tree in San Jose**

Convention Chairman
Karen Kirby, *Gamma Mu*
21921 Calatrava
Mission Viejo, CA 92692
(949) 466-8786
adk.karen.kirby@gmail.com

Convention Co-Chairman
Susan Raffo, *Beta Rho*
1309 Castillo Ave.
Burlingame, CA 94010
(650) 759-4905
adkraffo@gmail.com

Convention Registration Chairman

Convention Treasurer

Convention Decorations

Balloting Chairman

Music Chairman

California Past State Presidents' Directory

- 2022 Sara Cooper (*Beta Iota*)
11688 Pendleton Road
Yucaipa, CA 92399
909-226-8294
sara.cooper.adk@gmail.com
- 2020 Karen Kirby (*Gamma Mu*)
21921 Calatrava
Mission Viejo, CA 92692
949-855-1214
adk.karen.kirby@gmail.com
- 2018 Diana Galvan (*Beta Eta*)
2402 Ridgeside Court, Roseville, CA 95661
(916) 705-9409
adk.dianagalvan@gmail.com
- 2016 Mary Ann Englehart (*Xi*)
PO Box 1873, Oakhurst, CA 993644
559-877-5803
559-243-6038 (cell)
adkenglehart@gmail.com
- 2014 Mollie Acosta (*Xi*)
16891 S Elm Street, Caruthers, CA 93609
559-907-9151
adk.mollie@gmail.com
- 2012 Susan Raffo, (*Beta Rho*)
1309 Castillo Avenue
Burlingame, CA 94010
650-343-7358
adkraffo@gmail.com
- 2010 Rosemary Heenan (*Alpha Pi*)
29096 Garden Crescent Cir,
Highland, CA 92346
909-425-1245
rosemary_heenana@roadrunner.com
- 2008 Judy Welch (*Gamma Tau*)
2155 Casper Drive
Lake Havasu City, AZ 86406
714-745-4682
judywelchadk@me.com
- 2006 Linda Futterer (*Resigned*)
2004 Anna Konstantopoulos (*Omega*)
- 2002 Donna Ray (*Beta Zeta*)
12681 Susan Lane
Garden Grove, CA 92841-4950
714-493-2296
onewood1937@aol.com
- 2000 Barbara Murray (*Alpha Iota*)
6631 E. Maplegrove , Oak Park, CA 91377
818-991-0039
bjmuteach@yahoo.com
- 1998 Alice Bullard (*Beta Kappa*)
18176 Calle Estepona, San Diego, CA
92128
510-304-9850
bullard.alice@gmail.com
- 1996 Susan Goto (*Beta Eta*)
230 Diamond Oaks Road
Roseville, CA 95678
916-783-4053
tazgoto@comcast.net
- 1994 Noel Leonard (*Omega*)
- 1992 Belle Goldstein (*Beta Eta*)
3400 Wagner Heights Rd #209
Stockton, CA 95209
209-565-5175
bellegoldstein@comcast.net
- 1990 Barbara Hill (*Omega*)
1988 Joan Tabor (*Omega*)
1986 Margaret Flam (*Omega*)
1984 Cecelia Brown (*Resigned*)
1982 Pauline Hunter (*Omega*)
1980 Betsy Furth (*Omega*)
1978 Verna Simmons (*Omega*)
1976 Eleanor Bendell (*Omega*)
1974 Mayme Chinn (*Omega*)
1972 Doris Homme (*Omega*)
1970 Florence Hendricksen (*Omega*)
1968 Barbara Stein (*Omega*)
1966 Jesse Cordua (*Omega*)
1964 Reba Redwine (*Omega*)
- 1962 Dorothy Vaio
50 Cascade Walk
San Francisco, CA 94116
415-564-9441
chinnvaio@yahoo.com
- 1960 Jean Mersereau (*Omega*)
1958 Johanna Haight (*Omega*)
1956 Elizabeth Rosenberg (*Omega*)

International Executive Board 2021-2023

Bev Card, Chairman

8126 Pinelake Ct, Alexandria, VA 22309
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Christi Smith, Executive Director

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Mary Ann Gerdes, Four-Year Member

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Ann Quinian, Four-Year Member

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Charlene Laurie, Four-Year Member

4 Nutmeg Ave, Enfield, CT 06082-4908
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Mary Ey, Four-Year Member

6018 Langton Cir, Westerville, OH 43082-8964
(614) 899-6509, mey7991@gmail.com

Betty Jo Evers, International Vice President for Membership

4943 S Meadows Pl, Chandler, AZ 85248-5460
(480) 895-7164 (h) (480) 390-1235 (c)
bettyevers@aol.com, bettyevers3@gmail.com

Kim Matthias, Two-Year Member

18043 Brandy Rd, Culpeper, VA 22701-4552
(571) 277-5452, kim.alphadeltakappa@gmail.com

IMMEDIATE PAST INTERNATIONAL PRESIDENT AND MEMBER OF INTERNATIONAL EXECUTIVE BOARD

Judy Ganzert

3105 W Grace St Richmond, VA 23221-1412
(804) 358-2969 (h) (804) 338-8938 (c)
jganzertadk@gmail.com

INTERNATIONAL PRESIDENT AND MEMBER OF INTERNATIONAL EXECUTIVE BOARD

Mollie Acosta

16891 S. Elm Ave., Caruthers, CA 93609-9770
(559) 907-9151, adk.mollie@gmail.com

INTERNATIONAL PRESIDENT-ELECT AND MEMBER OF INTERNATIONAL EXECUTIVE BOARD

Ann Marie Brown

6133 S. Huachuca Way, Chandler, AZ 85249-3950
(480)250-4443, annmarieb.adk@gmail.com

INTERNATIONAL VICE PRESIDENTS OF THE REGIONS:

GULF REGION:

Debbie Clark

526 Clark Farm Rd, Twin City, GA 30471-5070
(912) 531-5424, Debbie57adk@gmail.com

NORTH CENTRAL REGION

Ann Ainslie

PO Box 116, Mears, MI 49436-0116 (May-October)
(248) 703-9864, ann1019.ncr@gmail.com

NORTHEAST REGION:

Joyce McAloon

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NORTHWEST REGION:

Janet Johnson

8036 27th Ave SE, Lacey, WA 98503-4039
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SOUTH CENTRAL REGION

Rachel Shankles

891 Highway 7, Bismarck, AR 71929-7375 (501) 865-3193
(h), (501) 276-4949 (c) Rachelshanklesadk@gmail.com

SOUTHEAST REGION

Ginger Greene

186 Wall St, Weirton, WV 26062-2142
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SOUTHWEST REGION:

Diane Best

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SOUTHWEST REGIONAL APPOINTEES BY INTERNATIONAL PRESIDENT JUDY GANZERT

Sarah Helman, Regional Altruistic Chairman
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CO Eta

Jeanie Hinck, Regional Membership Consultant
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**Susan Raffo, International Future Educator
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**Molly Nottingham, Regional Professional
Development Scholarship Chairman**
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Alpha Zeta

**Grete Lima, Regional World Understanding
Chairman**
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**Shirley Bruns, International Teacher Education
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SOUTHWEST REGIONAL OFFICERS 2019-2021

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SW Vice President**
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Jennifer and Leslie Birch, Co-Historians
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jenniferlbirch4@gmail.com

Valerie Okihara, Sargeant-at-Arms
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Jeanne Donadio, Chaplain
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REGIONAL COMMITTEE APPOINTMENTS

Naomi Yap, Regional Conference Chair
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and

Gayle Lum, Regional Conference Chair
94 667 Kauakapuu Loop, Mililani Town, HI 96789
(808) 623-0860, wahiawal@hotmail.com

**Twyla Preising, Regional Distinguished Program
Award Chairman**
3602 E. Pershing Ave, Phoenix, AZ 85032
(602) 923-6287

**Renee Seelbach, Regional Excellence in Education
Chairman**
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(505) 862-8171, reneebach@hotmail.com

INTERNATIONAL CHAPTER AND INTERNATIONAL EXECUTIVE BOARD STRUCTURE



INTERNATIONAL EXECUTIVE BOARD (I.E.B.) is responsible for the financial business of Alpha Delta Kappa, the Alpha Delta Kappa Foundation, and sets policy. The **••I.E.B. Chairman** is elected from members with previous experience on the I.E.B. and chairs the International Executive Board meetings. Total Members: 11

INTERNATIONAL CHAPTER (IC) is responsible for the International Convention, Regional Conferences, membership concerns, and implements policy. It is comprised of the **International Executive Board** members, the **7 International Vice Presidents**, and the **Vice President for Membership**. The **International President** chairs the International Chapter meetings. Total Members: 19

Betty Jo Evers, Arizona Iota, 2016

DISTRICT COUNCIL OFFICERS 2022-2024

Northern District

Delta Council

Chapter	Office	Name	Address	Home Phone Cell Phone	Email Address
Beta Alpha	President	Sheila Welt	1466 Hartnell Ct. Concord, CA 94521	925-689-4643	weltbear@sbcglobal.net
Gamma Lambda	Secretary	Bernie Mason	650 Joseph Ct. Napa, CA 94558	707-224-3086	bnbmason@comcast.net
Beta Upsilon	Historian/ Chaplain	Pat Pyle	3476 Roundhill Dr. Pittsburg, CA 94565	925-432-3919	patpyle55@comcast.net
Alpha Phi	Treasurer	Pam Davalos	7388 Oakmont Dr. Santa Rosa, CA 95409	707-843-4284	pamdavalos@yahoo.com

Golden Gate Council

Beta	President	Mary Ellen Davis	660 Leo Drive Foster City, CA 94404	650-504-7228	mepickettdavis@gmail.com
Phi	Secretary/ Treasurer	Marlene Cordova	1542 30 th Ave. San Francisco, CA 94122	415-731-4251	jean_cordova@comcast.net
Alpha Psi	Historian	Kathy Gallardo	156 Otsego Ave., San Francisco, CA 94112	415-812-8934	kgallardo156@gmail.com

Peninsula/South Bay Council

Beta Kappa	Co-Pres	Jane Burns	35560 Blackburn Dr., Newark, CA 94560	510-565-6816	jimburns58@gmail.com
Beta Kappa	Co-Pres	Virginia Williamson	22586 Fifth St. Hayward, CA 94541	510-604-1744	ginnydon@pacbell.net
Beta Pi	Co-Sec/ Treasurer	Addie De Medeiros		408-497-3520	grapevine6@aol.com ;

Beta Pi	Co-Sec/Treasurer	Elaine Peponis		408-460-4344	elainepeponis70@gmail.com
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Peralta Council

Alpha Nu	President	Ruth Quezada	19562 San Miguel Ave. Castro Valley, CA 94546	510-754-3125	ruth.lee.quezada@gmail.com
Alpha Alpha	Treas	Katie McLane	640 Ascot Drive Oakland, CA 94611	510-530-0613 510-219-1542	katiemclane13@gmail.com
Alpha Rho	Sec	Julie Navarro	6344 Briar Ridge Dr Castro Valley CA 94552	510-888-9476	jmnavarro@me.com

Sierra Council

Beta Tau	Pres	Connie Adams	4173 Goldfinch Ct. Chico, CA 95973	530-893-1020	connieadams4173@sbcglobal.net
Beta Eta	Treas	Diana Galvan	2402 Ridgeside Ct. Roseville, CA 95661	916-705-9409	adk.dianagalvan@gmail.com
Beta Tau	Sec	Mary Krause	1469 Oak Ridge Dr., Chico, CA 95928	530-894-2931	mkrause1469@gmail.com

Valley District

Bakersfield Council

Lambda	Pres	Wendy Hodash	916 Vista Verde Bakersfield, CA 93309-2363	661-319-5111	whodash@att.net
Theta	Treas	Kathy Koslowski		661-205-6545	kkoz1964@sbcglobal.net
Lambda	Sec	Sandra Fletcher	4502 Oldcastle Ave Bakersfield, CA 93313-5440	661-331-2956	sanmarfletch@sbcglobal.net

Fresno/Modesto Council

Gamma	Pres	Leanne Funk	3172 N. Dee Ann Ave., Fresno, CA 93727	559-313-6512	imiura@att.net
Xi	Sec	Laurie Goodman	1515 Mary St. Hanford, CA 93230	559-999-5030	adk.lgoodman@gmail.com

Gamma	Treasurer	Virginia Riding	4735 N. Malvern Ave., Sanger, 93657	559-259-9521	adk.virginiariding@gmail.com
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Marina District

Channel Islands Council

Alpha Iota	Pres	Barbara Murray	6631 Maplegrove, Oak Park, CA 91377	818-991-0039 818-317-6049	bjmuteach@gmail.com
Beta Theta	Sec	Shirley Kunze	560 S Kellogg Av, Goleta, CA 93117	805-967-2074	kathyraschka@cox.net
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