



California Alpha Delta Kappa

Executive Board Meetings

Palm Garden Hotel, Thousand Oaks, CA

January 20-22, 2023

1.0 Call to order

The Executive Board Meeting at the Palm Garden Hotel was called to order at 2:16 p.m. on Friday, January 20, 2023 by State President Rosena Kruley.

Rosena introduced and welcomed International Southwest Region President Diane Best and the California State Board members introduced themselves and shared their information.

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>Xi</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 encouraged members to stay calm, keep collected. A calm, happy life produces less stress. You create your own calm. Pause! Breathe! Take long, slow breaths. Stretch. Limit stress. See the big picture. Just let it go.

5.0 Review of Norms

Sgt.-at-Arms/Historian Debbie Waltzer distributed half-butterfly bracelets to the board members and asked them to match their half with a member with the other half.

Debbie then reviewed the Norms:

- 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 Installation of Officers

Southwest Region International Vice President Diane Best announced that this year Alpha Delta Kappa is celebrating its 75th Anniversary. She then installed Marilynn Bracelin as California State Secretary and Debbie Waltzer as California State Sgt.-at-Arms and Historian. Following the installation, Diane presented gifts to California Immediate Past President Sara Cooper and California State President Rosena Kruley.

7.0 Correspondence

There was no correspondence.

Rosena reminded board members that any correspondence sent out or received needs to be documented.

There was discussion about communication. No decisions were made.

Rosena reminded members that when any member joins the Omega Chapter, State Chaplain Mari Page needs to be notified, including their Chapter name and Council. Also, any Chapter reinstatements should be sent to Mari.

7.1 Correspondence Form

Rosena made sure State Secretary Marilynn, Immediate Past President Sara, and State Treasurer Laurie Goodman had Correspondence Forms to keep track of correspondence sent and received.

8.0 Approval of Executive Board Minutes 11/4-11/6, 2022

Sara clarified the last sentence under 7.0 Approval of Executive Board Minutes 9/30-10/2, 2022. The sentence should read “A complete Treasurer’s Report and Membership Report should be included in minutes as in the past from now on at every Executive Board meeting.”

9.0 Marina District Conference Plans

President-elect Virginia Riding announced that there will be a speaker at the beginning of the meeting following the opening.

9.1 Review of Program

Virginia reviewed the program for the Marina District Conference.

9.2 Review Kahoot Game

Virginia reviewed the past Conferences where the Kahoot game was played and went over plans for playing it at the Marina District Conference.

10.0 Membership Input Program (enhanced open board meeting)

10.1 Review Norms

Debbie Waltzer reported that neither she nor Virginia received contacts or regrets concerning attendees wishing to speak at the Membership Input Program at the Marina District Conference.

10.2 Update and Review Procedures

- VP for Membership Donna McCartney suggested making it easier for members to contact board members. Sara felt it should be less structured. Debbie felt it should be less formal.
- Donna and Mari suggested encouraging regular members to meet with the board. Diane Best clarified the meaning of “regular” members.

- Debbie felt that the procedure for asking to speak at the Membership Input was too difficult and should be evaluated before the Southern District Conference. Sara will bring up the discussion at the Southern District Conference to get board members' thoughts on the Membership Input Program.
- Rosena felt that maybe the Council liaisons are answering members' questions and solving problems so members have no questions or concerns for the Executive Board. Rosena also felt that maybe the structure or format need to be changed, i.e. eliminate the transition and give members ideas, options, subjects to discuss with the Board.
- Donna suggested making the Program part of the District Conference agendas.

11.0 Treasurer's Report

State Treasurer Laurie Goodman gave the Treasurer's Report as of January 21, 2023:

State Checking Account	\$28,030.40
Scholarship Account	\$9,780.32
Reserve Account	<u>\$46,009.43</u>
Total bank accounts	\$83,820.15

George Mark House \$1200.00 (received as of 1/21)
(all donations need to go through the Executive Board)

Noel Leonard Foundation \$68,092.58 (interest only is used—\$100 awarded)

CA Crisis Fund balance \$6849.25 (\$9000 given)

AΔK Foundation balance \$2796.21

District Mini-scholarships \$1045.00 awarded

Total balance in accounts \$151,912.73

11.1 Current Budget Status Report

The Current Budget Report as of 1/17/23 was distributed to Executive Board members.

11.2 Bank Account updates

Laurie reported that \$6549.00 has been deposited recently.

There was discussion of the accounts, payouts, and information dissemination.

11.3 Educators Helping Educators

CA Crisis Fund is established for any active California teacher in crisis. Information is available on the AΔK website.

The AΔK Foundation is available for any AΔK member in crisis due to natural disasters.

12.0 Membership Report

State Membership VP Donna McCartney reported that there are 910 active Alpha Delta Kappa members in California in 42 Chapters.

12.1 Membership Status

Alpha Psi is in the process of disbanding. The Chapter has 6 sustaining members who have paid their dues. The process is not official yet as they need further approval.

12.2 Chapter Updates

Chapters requesting support from the Executive Board are Alpha Phi and Iota.

Donna emphasized that Shared Leadership needs to be tailored to the Chapter's needs.

Debbie (Iota) and Marilyn (Alpha Phi) shared ideas and concerns.

The meeting was recessed at 4:58 p.m.

The meeting was reconvened at 1:34 p.m. on Saturday, January 21, 2023.

13.0 Membership Input Program

There was no report.

14.0 Reconvening Thought

Chaplain Mari shared appreciations from President Rosena.

Mari said renewed friendships are special. She reminded members to “Create Your Own Calm”.

15.0 Unfinished Business

15.1 Approval of Policy and Procedures Sections

Scholarship Committee Chair Susan Raffo joined the meeting via Zoom. She thanked the Executive Board members. Her committee and its members are on-going and meet with Chapter Presidents and liaisons at Council meetings and Conferences. The amounts for the Eleanor Bendell State Scholarship are to be determined at the March Executive Board meeting in the first year of the biennium.

Susan reported there will be a Professional Development workshop on January 31, an International Fine Arts Grant of \$1500 is available February 15, a Living Memorial Scholarship is available February 15, and the Betty Rosenberg Golden Chapter Award will be reported on via the President’s newsletter on February 24.

15.2 Changes to Policy and Procedures Sections

Immediate Past President Sara explained changes to Policies and Procedures made by the Committee and reported that some changes are in progress. She will make the necessary changes to the wording on the website and send the report to State Secretary Marilyn Bracelin.

Sara also clarified about the \$500 (or as determined by the budget) mini-scholarships available annually to any California member in good standing. Four scholarships are available, one from each District. The amount will be determined at the March District Conference. The information needs to be rewritten on the website—take out the \$500 amount, change the term scholarship to grant, change actively teaching to professional growth/assistance with cost of materials and/or services, and enhance classroom instruction. The grant may include coursework or professional growth. The applications must be submitted to the State Scholarship Chair by October 30.

15.3 Review Recommendations from State Convention Reports (page 61)

State Scholarship Chair:

Rosena reported that there were no recommendations from the State Scholarship Chair as no applications were received before the deadline.

State Altruistic Chair:

#1 — to insist all altruistic numbers be sent on-line was accepted

#2 — to distribute the required altruistic template to all members at the beginning of the biennium was accepted

#3 — to utilize International’s online template (no hard copies) was accepted

#4 — to suggest that past Altruistic Chairs tutor new biennium chairs to secure accurate numbers was accepted

#5 — that outgoing chairs mentor new Standing Committee chairs for at least the first year of the biennium was accepted

#6 — to provide computer training to all chairs in order to stay up-to-date with technology was accepted

Webmaster/Technology Chair:

Webmaster and Tech Support Chair Karen Kirby recommended adding a “Greek” Squad to help members with technology.

#1 — to continue to urge members to update their contact information on the International website was accepted

#2 — to continue providing training and support in the use of the California and International websites was accepted

#3 — to request that CA State Executive Board members provide updated information to the State Webmaster exactly as it should appear on the website in a Word document was accepted

#4 — to suggest to Chapter Presidents that instruction in the use of the CA and International websites be included in a chapter meeting was accepted

#5 — to encourage use of CA and International websites by all CA AΔK members to obtain current knowledge and information was accepted

Bylaws Chair:

No recommendations. The report was accepted.

Excellence in Education Chair:

#1 — to consider increasing the amount of the award to help the applicant in attending the Regional Conference will be considered

#2 — to create a certificate to award with the check at the State Convention was accepted

#3 — to continue to send a card to congratulations to the winner after the Regional Conference was accepted

State Altruistic Project Chair:

#1 — to contact chapter presidents in June in the second year of the biennium with nomination forms to prepare for the deadline of October 1 was accepted

#2 — to be clear that the nominating chapter’s name not be mentioned on the nominating form and edit the form to delete that information before sending it to committee members was accepted

World Understanding Chair:

All eight recommendations were accepted.

Resolutions Chair:

No resolutions were proposed by any Chapter.

Candidate Qualifications Chair:

#1 — that digital and hard copies of all requirements be sent to the Chair by no later than December of the first year of the biennium was accepted

#2 — that members of the State Board meet in person or by Zoom with the Chair at the beginning of the second year of the biennium was accepted

State Convention Co-Chairs:

#1 (Rosemary Heenan)

#1 — conventions should be held closer to where the president lives needed more discussion

#2 — to involve local chapters was accepted

#3 — to read all the fine print in hotel agreements before signing was accepted

#4 — for sisters to use hotel points to book a room was rejected

It was recommended that the excellent recommendations for the 2018-2020 Proceedings of Convention for an on-site Convention be referred to.

#2 (Anita Brown)

#1 — to hold State Convention near to State President's home for convenience needs more consideration

#2 — the 2024 State Convention will be held at the Doubletree by Hilton in San José

#3 — get help from local chapters for Friday night Meet and Greet, to obtain ROTC unit to post U.S. and CA flags for Saturday's business session, for table decorations, fresh flowers, gift baskets, and local artisans to involve as many chapters as possible with a job was accepted

#4 — refer to 2018-2020 Proceedings of Convention for excellent recommendations for on-site convention was accepted

State Convention Registration Chair:

#1 — to send Reservation Form individually and multiple times was rejected

#2 — to state deadline clearly at the top of the Form was accepted

#3 — to change the wording from "State Convention Information Form" to "Registration Form" was accepted

#4 — to communicate better about who can be a delegate to vote to be sent out well in advance of registration was accepted

State Convention Treasurer:

#1 — no recommendation

#2 — to open a convention account at the same bank as the state organization to avoid service charges was rejected

#3 — to take a copy of the bylaws or Articles of Incorporation, a copy of the minutes signed by the state secretary, the tax ID number for the state organization, and a letter or minutes to show appointment as Convention Treasurer was accepted

State Convention Balloting Chair:

All three recommendations were accepted.

15.4 Presidents' Council Handbook

President-elect Virginia Riding distributed the Presidents' Council Handbooks to the members of the Executive Board.

15.5 Status on New Projector

Rosena reported that the status of a new projector is pending. The previous one she purchased was too heavy so she returned it and ordered another one from Amazon.

15.6 Chapter Officers Training Update

Membership VP Donna McCartney reported she has trained all her Chaplains.

Historian Debbie Waltzer gave the Historian's Report. Digital samples for the Historian's book are available. Chapter Historians need to send two pages to the State Historian.

Saturday digital training using Shutterfly needs to be required of Chapter Historians. Mari recommended Chapters take pictures to use for the training.

16.0 New Business

16.1 International Convention Plans

16.1.1 Reception for the International President-elect

Rosena reported that the table centerpieces are to be provided by California Alpha Delta Kappa. The tables will be oval and seat ten. There will also be a history of California Alpha Delta Kappa presented. Mari will be organizing and Debbie will be helping. Southwest Region International Vice President Diane Best will provide information about the set-up situation.

16.2 Sales at the International Convention

Virginia presented ideas for sales—luggage tags, water bottles with the AΔK logo.

The State Board will represent Alpha Delta Kappa in the odd year of the biennium—president, president-elect, immediate past president, and membership vice president. Additional board members may be selected. Sara recommended looking at locations and considering the number of attendees, as well as the cost plus taxes and airfare/travel expenses. Virginia reported that \$1500 has been budgeted for five attendees.

16.3 Mini District Scholarship Recipients

Laurie reported that Marlene Cordova from Northern District, Lila Perez from Valley District, Sandy Johnson from Marina District, and Cathy McAweeney from Southern District received scholarships.

The Greek Squad has a virtual meeting on January 30 at 10 a.m.

16.4 Liaison Report Feedback

Rosena received most of the Liaison Reports. No discussion was needed. Sara recommends that Past Presidents send in a list of new officers as soon as they are elected.

16.5 President's Liaison Report

Donna and Rosena need reports from the next Council meetings.

Rosena needs the Chapter Altruistic Reports.

Mari requested Omega sisters' information be sent to her.

16.6 January/February Newsletter

Rosena will be sending it soon.

16.7 Longest Day

The Longest Day is continuing. Team Captain for California Cares Karen Kirby will be giving a report after returning from her cruise.

Mari reported that contributions are being received. There is a competition for donations happening.

16.8 Evaluation of Marina District Conference

Virginia reported that there were many positive evaluations overall on the location, the agenda, the Kahoot game, and the speaker. There were a few negative comments on the meal. Their primary reasons for attending — socializing, the speakers, interacting, friendships, the music, Kahoot game, and State board introductions.

The attendees had many ideas for topics for future conferences. They would like lower bids on silent auction items, ideas for helping new teachers, and news of Alpha Delta Kappa.

16.9 Southern District Conference, March 10-12, 2023 in San Diego

Rosena recommended that members book their flights now. The Conference location is The Bay Club, Shelter Island, San Diego.

16.10 Review and Payment of Bills

Treasurer Laurie Goodman received a request from Susan Raffo for \$39.13 that was discovered in the Convention account. Laurie will contact Convention Treasurer Bonnie Farris for information regarding the account.

There was discussion concerning the sale of bookmarks, luggage tags, and stickers at the International Convention. It was decided to sell the remaining inventory of bookmarks and purchase 100 of each style of luggage tag which would be bought for \$2 each and sell for \$5 each. It was also decided to purchase 100 stickers (50 of each kind) at 50 cents each and sell them for \$1.

MOTION:

Donna McCartney moved to authorize the purchase of 100 AΔK stickers and 100 luggage tags to raise money for the Scholarship Fund.

The motion was seconded by Laurie Goodman. Following discussion the motion passed.

Virginia wondered about the badge backers. Mari will talk to Karen to get information.

17.0 Announcements:

March 1, 2023: AΔK Future Educator Scholarship application due

March 1, 2023: Maxine B. Pettibone Scholarship application due

March 10-12, 2023: Southern District Conference, San Diego

July 13-16, 2023: International Convention, Downtown Marriott, Kansas City, MO

Virtual Educational Symposium, July 6-7, 2023

April 26-28, 2024: California State Convention, Doubletree, San Jose

June 28-July 1, 2024: NW/SW Regional Conference, Seattle, WA

18.0 Other

19.0 Closing Thought

Chaplain Mari Page feels that Alpha Delta Kappa brings individuals together like music, like a song singing praises, by continuing good work, learning from each other, and Stepping Into the Future together.

20.0 Adjournment

The meeting was adjourned at 6:02 p.m.

Submitted by Marilyn Bracelin, CA State Secretary