



## California Alpha Delta Kappa

### Executive Board Meeting Bay Landing Hotel, Burlingame

October 6-8, 2023

#### 1.0 Call to order

The meeting was called to order by State President Rosena Kruley at 2:11 p.m.

#### 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>       |
| Secretary                | Marilynn Bracelin, <i>Alpha Phi</i> |
| Treasurer                | Diana Galvan, <i>Beta Eta</i>       |
| Historian-Sgt.-at-Arms   | Debbie Waltzer, <i>Iota</i>         |
| Chaplain                 | Mari Page, <i>Gamma Mu</i>          |
| Membership VP (on Zoom)  | Donna McCartney, <i>Gamma Nu</i>    |

#### 3.0 Approval of Agenda

The agenda was approved as presented.

#### 4.0 Opening Thoughts

Mari presented words to respond with empathy and compassion to “How Are You?” when meeting and greeting. The desire to be friendly, not out of empathy or compassion is an important lesson for teaching and for students to learn.

#### 5.0 Review of 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 Correspondence

Marilynn read a thank-you note from Past International President Mollie Acosta for her gift and acknowledgements at the International Convention.

##### 6.1 Correspondence Form

No report was given.

## 7.0 Approval of Executive Board Zoom Meeting Minutes 8/15/23

The minutes were approved with the following corrections:

- under Policies and Procedures, Sara wanted to insert 3.0 at Executive Board meeting at the Northern District Conference in October
- Donna requested that the information she gave under 9.1 be deleted.

## 8.0 Northern District Conference Plans

- Donna discussed changes in the Chapter Needs Assessment reports.
- Rosena thanked Donna for doing a great job contacting Chapters.
- Mari explained the terminology for life/life tenure members and for paid for/inactive members.
- Donna will make a report at the Conference to explain to attendees in her Membership Report.
- Rosena has slides to show at the Conference.

### 8.1 Review of Program

Virginia gave an overview of the Schedule of Events for the Conference. Diana will have the Treasurer's information to display on the screen.

Rosena thanked Diana and Donna for providing the wonderful slides created by Susan Raffo that featured scenes from California shown at the International Convention.

Debbie reported that the Greek Squad will provide a webinar for members on using the websites.

Mari reported on plans for her Closing Thoughts.

### 8.2 Fraternity Education

Virginia reviewed her plans for Fraternity Education at the Conference.

## 9.0 Membership Input Program (enhanced open board meeting)

Debbie has received no requests yet. There will be a Meet and Greet following the Conference.

Mari will announce the location following her Closing Thoughts.

### 9.1 Review Norms

No report.

### 9.2 Review Procedures

No report.

### 9.3 List of members/topics to Review

No report.

## 10.0 Treasurer's Report

Balances as of October 4, 2023

|               |                             |             |
|---------------|-----------------------------|-------------|
| Bank Accounts | Wells Fargo Checking        | \$19,481.96 |
|               | Wells Fargo Scholarship     | \$10,060.19 |
|               | Wells Fargo Reserve         | \$46,055.40 |
| _____ Total   |                             | \$75,597.55 |
|               | Total Investment Account    |             |
|               | Noel Leonard AΔK Foundation | \$72,490.60 |

Overall Total \$148,088.95

Other Important Information:

CA Crisis Fund balance \$8700.00 given \$7149.25 (overall)  
AΔK Foundation \$2796.21

George Mark House (State Altruistic Project)

\$1200.00 already donated  
\$1464.00 to be donated at State Convention 2024

To be awarded in 2023-2024

District Mini-Scholarships 4 @ \$500 \$2000.00  
Eleanor Bendell State Scholarship TBD  
Noel Leonard Grants TBD

Diana recommended encouraging members to attend the State Convention in San Jose April 26-28, 2024.

**10.1 Current Budget Status Report**

Diana created a new budget to be approved at the Valley District Conference. Following the distribution of the new budget, Sara wondered if CA AΔK should have three Conferences instead of four or if there could be Zoom Conferences. Rosena wondered if it might be necessary to raise dues. Donna felt it would not be a good idea to raise dues but to find ways to cut expenses, i.e. Zoom meetings.

**10.1.2 Chapters unresponsive with required reports**

Diana reported that five Chapters have not sent in a Cash Flow Report. All Chapters are required to send E-postcards to the IRS and the Franchise Tax Board, even though some are not responding to requests to do so. Diana suggested that the Executive Board should check into Chapters not responding and suggest they become sustaining Chapters or join another Chapter. Under Article V in the bylaws, the Executive Board can revoke a Chapter's charter. It was felt that the Greek Squad might be able to help struggling Chapters fill out required forms.

**10.2 Sales at Northern District Conference**

Virginia reported on the sales of stickers and badge backers sold at the Conference. The money received from the International Convention will go to the George Mark House and the money received from the CA Conference will go to Scholarships.

**10.3 Bank account updates**

See Treasurer's Report

**10.4 Educators Helping Educators Fund**

No report.

**11.0 Membership Report**

Donna reported that only one Chapter Needs Assessment report is due at the beginning of a biennium in the even years and is due on October 15.

Chapters need to report what matters most to Chapter members which is due on May 15 at the end of the biennium. Donna feels that it is important to cut down on the amount of paperwork required.

Rosena felt that nothing should be required in May and a second Chapter Needs Assessment should not be necessary because it would be a new person starting a new job.

Donna feels that goals are necessary and Chapters should identify their own goals. Debbie reported that the Greek Squad will work hard to educate members in using technology to meet their goals.

#### **11.1 Membership Status**

Donna reported that there are 897 members at this time in 42 Chapters.

868 Active, 36 Limited, 10 Life/Life Tenure 36 Sustaining, 5 Honorary, 23 New Members, 6 Reinstated, 14 Transferred, and 1 Disbanded.

#### **11.2 Chapter Updates**

Donna reported that Alpha Phi, Iota, Tau, Alpha Rho, Beta Phi, and Xi are in danger of disbanding. Xi is joining Gamma for Chapter meetings.

Virginia feels Chapters need to recruit in order to stay functioning.

Sara feels it is necessary to show growth in order to function as an AΔK Chapter. Suggestions were for Chapters to combine meetings and/or installations.

Donna feels there is more interest since the pandemic ended.

Rosena and Diana suggested getting new Executive Board members by first asking them to serve on a committee.

#### **12.0 Sgt.-at-Arms/Historian Report**

No report was given.

##### **12.1 Update on scrapbook**

Debbie has been downloading pictures for the scrapbook. She also got the flash drive from the International Convention photographer and has those pictures available.

Sara announced that there are many pictures on the website for anyone to download and use—go to the International website, to ABOUT, to Leadership.

Diana announced that Debbie write to and send information to Chapters.

#### **RECESS until Saturday at 2:00 p.m. at Basque Cultural Center for Membership Input Program**

#### **13.0 Membership Input Program**

Debbie received no requests for members to speak, but Executive Board members held a Meet and Greet for members in the lobby following the Conference. Members also asked board members questions independently during Conference breaks and lunch.

**The meeting was reconvened at 4:03 p.m. at the Bay Landing Hotel.**

#### **14.0 Reconvening Thought**

Mari reminded members of the quote she gave at the Conference on being friendly to others, not just out of compassion or empathy.

#### **15.0 Unfinished Business**

## **15.1 Changes to Policies and Procedures Sections**

### **15.1.1 Section C: Finance/Expense; Executive Board Meetings Reimbursements, p. 56**

The changes were approved.

### **15.1.2 Section C: Finance/Expense; per diem, p. 57**

The changes were approved.

### **15.1.3 Section C: Finance/Expense: Review of Noel Leonard Account Status, p.69**

The changes were approved.

### **15.1.4 Section B: Executive Board: Review of Recommendations Following State Convention, p. 42**

All mention of “chairman/chairmen” should now be changed to “chair/chairs”. No motion was needed and the changes were approved.

### **15.1.5 Section C: Finance/Expense: Eleanor Bendell State Scholarship: Account Status, p. 75**

The title change to Eleanor Bendell State Grant was approved.

### **15.1.6 Section D: Scholarships, Grants, and Awards, p.91**

The words Scholarships should be changed to Grants was approved.

### **15.1.7 Section C: Finance/Expense; District Mini-Scholarships, p. 79**

Changing the word Mini-Scholarships to Mini-Grants was approved.

### **15.1.8 Section D: Scholarships, Grants, and Awards: District Mini-Scholarships, p.94**

Changing the word Scholarships to Grants was approved.

## **15.2 Recommendation for changing the language on the CA website from the Scholarship Committee**

The changes having been reviewed and approved they are to be sent to Diana Galvan to finalize the documents, to Karen Kirby to be put on the CA website under Board Resources, and to Rosena.

### **15.3 Section C: Finance/Expense: District Mini-Scholarships, #2, p.79**

See 15.1.7 above.

### **15.1.4 Section D: Scholarships, Grants, and Awards, Chapter Perpetual Membership Plaque: #2 and #7d, p.97**

Mari requested that this item be tabled until the Valley Conference. She asked members to read about the plaque and bring ideas and/or changes for the plaque and award to that Conference.

## **Short Break and Reconvene**

## **16.0 New Business**

### **16.1 State Convention**

#### **16.1.1 Review Policies and Procedures—Executive Board**

Rosena reminded members that the California Manual for State Officers and State Chairs is on the website.

There was discussion of each Executive Board officers' Convention responsibilities included in the Manual, especially those beginning six weeks before the Convention. They are also listed on the website.

Electronic reports from the Executive Board need to comply with font, size, and margin requirements. They are due four weeks prior to the Convention.

### **16.1.2 Feasibility Study Committee**

Virginia discussed the Conference Survey for Chapters' input. The survey will be sent to the Greek Squad for discussion and dissemination. The discussions will include advantages and disadvantages of proposals and explanations for the reasons. Chapter Presidents will be responsible for the procedure and the consensus is to be returned to Virginia ([adk.virginiariding@gmail.com](mailto:adk.virginiariding@gmail.com)). Debbie will reformat the survey and send an eblast to all members and Chapters to respond with their vote.

### **RECESS at 6:41 p.m. to reconvene at 9 a.m. on Sunday in room 314**

#### **Reconvene Sunday at 9:30 a.m.**

The Executive Board members gave their positive thoughts and reviewed the accomplishments of the weekend.

### **16.1.3 State Convention Seed Money (per email from Diana Galvan)**

IPP Sara Cooper closed the 2022 CA AΔK Convention account and received a check for \$1440.77 which represented the closing balance on the account. That check will be deposited in the CA AΔK Checking Account as the return of the 2022 State Convention Seed Money.

The Doubletree Hotel in San Jose, CA charged the 2022 Convention \$3227.00 for cancelling the 2022 in-person planned convention.

The Doubletree Hotel kept \$3773.00 as a deposit toward the 2024 CA AΔK State Convention.

When Marlene Cordova, 2024 State Convention Treasurer, opens the 2024 CA State Convention account, a check for \$3727.00 will be issued to her. This amount represents the remaining Convention Seed Money (\$7500.00 minus the \$3773.00 hotel deposit) which will be available to State President Rosena Kruley and 2024 State Convention planners for the 2024 CA AΔK State Convention in San Jose, CA.

Convention Seed Money in the amount of \$7500.00 is to be returned to the CA AΔK Treasury after the completion of the Convention and payment of Convention expenses.

It was noted that in these inflationary times, that may be difficult.

#### **MOTION:**

**Sara Cooper moved that Rosena be given \$2727.00 to total \$7500.00 seed money to be used for the April 26-28, 2024 AΔK Convention in San Jose, CA. The motion was seconded by Virginia Riding and passed unanimously.**

### **16.2.1 Liaison Report Feedback**

Rosena requested "gossip" from Council meetings. It would be helpful to her to know how members really feel.

Marilynn reported that there needs to be a correction in her September 16, 2023 Liaison Report for Delta Council: change Northern District Conference to Marina District Conference.

### **16.3 President's Liaison Report**

Rosena requested information on Chapter meetings.  
Diana remarked that Rosena should include that type of information in her monthly report due to changes often being made in Councils.

#### **16.4 Evaluation of Northern District Conference**

Virginia reported that the majority of evaluations were positive. She will send the actual statistics to the Councils and the Board.

Diana reported that \$255 was made from Conference Sales for the Scholarship Fund.

##### **16.4.1 Feedback Membership Input Program**

Debbie felt that all issues may have been resolved prior to the Membership Input Program.

Virginia and Mari feel it should continue being offered, especially as a Meet and Greet interaction during the Conference. It appears that the Meet and Greet answered many questions and concerns that members had. Donna feels it gives members a chance to get answers and information informally and makes good connections between members and the Executive Board.

Rosena feels it should be kept in this format.

#### **16.5 Valley District Conference – November 4, 2023**

Virginia hopes to finish the Conference before lunch/brunch. It is titled “Impacting the Future”. The program is about the Sweet Potato Project, where sweet potatoes are grown, harvested, and used to create a product. The cost is \$300.

Sara brought up the topic of the cost of meeting rooms. Virginia reported that at this time the cost is \$300 per day.

Rosena feels it is important to have a meeting room for Saturday meetings.

#### **16.6 Southern District Conference – March 2024**

Debbie, Sara, and Mari feel the board should look for better costs for hotel accommodations. Virginia will get information and finalize an agreement.

#### **16.7 Review and payment of bills**

Diana circulated reimbursement vouchers.

#### **MOTION:**

**Sara Cooper moved that Treasurer Diana Galvan pay the reimbursement vouchers for the Northern District Conference. The motion was seconded by Mari Page and passed unanimously.**

Diana will send checks out when all the vouchers are received.

#### **17.0 Announcements:**

**Oct. 15, 2023: Regional Mini Professional Development Mini Scholarship deadline**

**Oct. 15, 2023: 990-N IRS e-postcard deadline—Diana needs the report by July 31, 2024**

**Oct. 15, 2023: each Chapter contacted by SW Membership Committee member deadline—Chapter Needs Assessment to Donna**

**Nov. 4, 2023: Valley District Conference, Woodward Lake Clubhouse, Fresno, CA—Fresno Council (host)**

**Jan. 20, 2024: Marina District Conference, Old Ranch Country Club, Seal Beach, CA—Orange Coast Council (host)**

**March 9, 2024: Southern District Conference, Desert Willow Golf Resort, Palm Desert, CA—Inland Cities Council (host)**

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

**June 29-July 1, 2024: NW/SW Regional Conference, Bellevue WA**

**July 10-13, 2025: International Convention, Austin, TX**

### **18.0 Other**

Rosena reminded members to do their “homework” (see 15.1.4). The Perpetual Membership plaque needs to be updated.

### **19.0 Closing Thought**

Mari feels everyone enjoyed the fellowship and the Conference and are stepping toward the future.

### **20.0 Adjournment**

Rosena adjourned the meeting at 11:18 a.m.

Submitted by Marilyn Bracelin, CA State Secretary