



## California Alpha Delta Kappa

### Executive Board Meeting

March 8-10, 2024

Hampton Inn, Riverside, CA

#### 1.0 Call to order

The meeting was called to order by President Rosena Kruley at 3:11 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>
Membership VP	Donna McCartney, <i>Gamma Nu</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>

#### 3.0 Approval of Agenda

Sara requested the addition of 15.1.1 to discuss the Policies and Procedures 10.1 to increase the amount of the Noel Leonard Scholarship.

#### 4.0 Opening Thoughts

Mari spoke on the importance of Reliability—showing up on time, taking charge in times of crisis, following through, trusting, and commitment to one's values.

#### 5.0 Review of Norms

<b>R</b>	Responsibility for what you say and feel without blaming others
<b>E</b>	Empathetic listening
<b>S</b>	Sensitivity to differences in communication styles
<b>P</b>	Ponder what you hear and feel before speaking
<b>E</b>	Examine your own assumptions and perceptions
<b>C</b>	Confidentiality—board discussions stay on board
<b>T</b>	Trust ambiguity—no debate of who is right or wrong

## **6.0 Correspondence**

Marilynn reported that she sent a Thinking of You card to Alice Bullard with sympathy on the death of her husband. She also sent a Thank You/Congratulations card to Beta Eta Chapter for the celebration of their 60th Anniversary and an invitation for Rosena to attend and join them in the celebration.

### **6.1 Correspondence Form**

Rosena asked if board members needed any Correspondence Forms.

## **7.0 Approval of Minutes**

### **7.1 Valley District Conference November 3-5, 2023**

The board approved the minutes and directed Marilyn to send them to Karen Kirby for publication on the website.

### **7.2 Executive Board Zoom Meeting December 12, 2023**

The minutes were approved by the board to be sent to Karen Kirby for publication on the website.

### **7.3 Marina District Conference January 19-21, 2024**

The minutes were approved by the board to be sent to Karen Kirby for publication on the website.

### **7.4 Executive Board Zoom Meeting February 13, 2024**

The minutes were approved by the board to be sent to Karen Kirby for publication on the website.

## **8.0 Southern District Conference Plans**

Virginia discussed the program and the plans for the Southern District Conference.

### **8.1 Review of Program**

Sara read the program and it was discussed.

### **8.2 Fraternity Education**

Virginia discussed plans for the Dream Chapter challenge.

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

### **9.1 Review Norms**

No report.

### **9.2 Review Procedures**

Donna requested that the Meet and Greet be on the Conference agenda at the end of meetings. She also said the parameters did not work and need to be changed to be less formal and more welcoming and accessible. Board members felt that the Program should continue with modifications as needed.

**Recess for dinner 6:50 p.m.**

**Reconvene at 8:09 p.m.**

### **9.3 List of members/topics to review**

No report.

## Treasurer's Report

### 10.1 Current Budget Status Report 6/1/23 to 3/4/24

Diana distributed copies of the Revised Budget to board members and explained all of the items and answered questions board members had concerning amounts listed in red.

### 10.2 Sales at Marina District Conference

Sara reported that \$42 was made on Treasure Table sales for the Marina District at the Marina District Conference.

### 10.3 Bank Account Updates

Diana passed out copies of the bank balances as of March 4, 2024.

Wells Fargo Bank	Checking	\$23,250.22
	Scholarship.	\$8,393.43
	<u>Reserve</u>	<u>\$46,080.14</u>
Total Bank Accounts		\$77,723.79

Investment Account	
Noel Leonard AΔK Foundation.	<u>\$75,368.78</u>
Overall Total	\$153,092.57

	<u>Balances</u>	<u>Given</u>
CA Crisis Fund	\$9,276.63	\$7,149.25
AΔK Foundation	\$2,796.21	
District Mini-Grants	4 @ \$500.	\$2,000.00

To be awarded at CA State Convention	
George Mark House — State Altruistic Project	
	\$2,829.00      \$1,200.00
Eleanor Bendell Grant	\$1,500.00
Noel Leonard Grants	
First Timers at State Convention	11 @ \$100.00
Council Presidents at NW/SW Convention	11 @ \$100.00

### 10.4 Educators Helping Educators Fund

No report. Rosena will check on the history of the Fund and notify members of funds that will be available.

### 10.5 NW/SW Conference Reimbursements

The amount needs to be approved at the Convention and included in next year's budget.

## Membership Report

### 11.1 Membership Status

Donna gave her report as of March 9, 2024:

Active Members	835	New Members	11
Active (under contract)	49	Reinstated	18

Limited Members	40	Omega Members	39
Life Members	3	Transferred	1
Life Tenure	7	Disbanded Chapters	0
Sustaining Members	35	Number of Chapters	42
Honorary	5	(includes Sustaining Chapters)	

Donna reminded members that the due date for Chapter Needs Assessment Reflections is May 15, 2024 and the due date for the Chapter Needs Assessment Form is October 15, 2024.

Membership Awards will be given out at the State Convention.

### **11.2 Chapter Updates**

- Donna reported that one Chapter plans to disband at the end of the fiscal year. They requested the appropriate form for doing that.
- Diane reported that she received a letter from Delta Chapter recommending transferring four members to a Sustaining Chapter. Rosena asked Diana to write a response letter expressing the Executive Board's concerns and offering some choices on how to continue as a Chapter.

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

### **12.1 Update on Scrapbook**

Debbie reported that she has revised the instructions for the scrapbook and put them on the website.

**RECESS at 9:13 p.m. until Saturday at 2 p.m. following the Southern District Conference at the Riverside Woman's Club for the Membership Input Program (enhanced open board meeting).**

## **13.0 Membership Input Program**

Meeting with Inland Cities Council:

Rosemary Heenan	Alpha Pi/Inland Cities Council President
Judi Nowlin	Tau
Grete Lima	Beta Iota
Judy Remele	Beta Iota
Bonnie Farris	Beta Iota
Kathy Gutierrez	Alpha Delta

California Executive Board members — Absent Sara Cooper who had to leave for a family emergency.

Debbie read Rosena's Norms and Rosena reminded members that the meeting was for everyone to speak their concerns with no responses or judgements. There was a good discussion of what was said and done by both the Inland Cities Council and the California Executive Board. Differences were explained

and aired and everyone left with more positive feelings. No monetary actions were taken.

Return to Hampton Inn.

#### **14.0 Reconvening Thought**

Mari reminded members of her earlier quote on Reliability. She thought the Conference went very well and the meeting with the Inland Cities Council was productive.

#### **15.0 Unfinished Business**

##### **15.1 State Convention**

##### **15.1.1 Registration Update**

The registration deadline is March 22. Rosena is concerned that there are only 54 members registered as of this date.

##### **15.1.1.1**

Susan Raffo has requested that more than one recipient of the Noel Leonard First Timers Grant be offered due to Covid preventing recipients at the 2022-2024 Convention.

##### **MOTION:**

**Mari moved that all First Timers to the 2022-2024 State Convention will receive a \$100 Noel Leonard grant. Attendees must be registered by March 20, 2024.**

**The motion was seconded by Diana and passed.**

##### **MOTION:**

**Virginia moved that if it is determined to be financially feasible, the amount of the Noel Leonard Grants for the 2022-2024 State Convention shall be increased to \$200 per first time attendee.**

**The motion was seconded by Debbie and passed.**

##### **15.1.2 Convention Packet**

Rosena reported that there are three parts to the Convention Packet:

1. Registration
2. Voting for the State Altruistic Project for 2024-2026
3. Information concerning the DoubleTree shuttle that will only be for taking Convention registrants to the DoubleTree after March 22

Rosena announced that Chapter Presidents received bylaws relating to the voting.

##### **15.1.3 State Convention Reports Format**

Rosena reminded members to get their reports in to the State Secretary by March 31.

##### **15.1.4 Candidate Update**

Virginia reported that Kathy Gutierrez was interested in being on the California Executive Board, Ann McCarty is a candidate for Secretary, Linda Barker is a candidate for Sgt.-at-Arms/Historian, and Debbie Waltzer is a candidate for Chaplain.

##### **15.1.5 Omega Service**

Executive Board members practiced the Omega Service using the script from Chaplain Mari.

## **16.0 New Business**

### **16.1 NW/SW Regional Conference**

#### **16.1.1 Registration Update**

##### **16.1.1.1 Noel Leonard Grants**

###### **MOTION:**

**Diana moved that the Noel Leonard Grant for District Council Presidents or their designees to attend the NW/SW Regional Conference be increased to \$200.**

**The motion was seconded by Donna and passed.**

Requests for reimbursement are due by May 3. Rosena will email Council Presidents to inform them of the change. Council Presidents are to respond with the name of the Council President or the designee to Diana by May 15.

##### **16.1.2 Volunteers for setup for the SW Luncheon and/or helping with setup for the NW/SW Regional Banquet**

All the information on setting up and removing decorations is on the California website.

##### **16.1.3 Cultural Faire**

Rosena announced that a table to showcase California is being planned. It will focus on Route 66 and members are encouraged to bring items to highlight Route 66 in California. Kristi Koziol, the State President of Arizona, needs to be contacted to get clarification on what they are planning about Route 66 in Arizona that will coincide with Route 66 in California, as well as information from SW Regional VP MaryAnn Englehart. Debbie can help Diana based on a previous program on Route 66 that was presented at a Marina District Conference.

### **16.2 Section C: Finance/Expense: District Mini-Grants, pg.79**

Rosena reported that there has been discussion on whether or not to continue with four grants of \$500 each or increase them. Diana said that they should not be changed because the Scholarship Fund was not increased.

**RECESS for dinner at 6:14 p.m.**

**RECONVENE at 9:11 p.m.**

### **16.3 Evaluation of Southern District Conference**

Virginia reported on 15 of the 43 attendees' evaluations submitted. The results were discussed as well as ways for the Inland Cities Council to be reimbursed for the \$500 they had to use to secure reservations at a venue that was cancelled.

### **16.4 Northern District Conference October 2024**

Rosena announced that the Northern District Conference will be hosted by Peralta Council on October 6, 2024.

## **16.5 Review and payment of bills**

### **MOTION:**

Debbie moved that the board approve the payment of the bills.  
The motion was seconded by Donna and passed.

### **16.5.1 Accounting Service**

Diana reported that the price for the Accounting Service used by California Alpha Delta Kappa will be increasing on March 1, 2024.

## **17.0 Announcements**

**March 1, 2024: Suspension for nonpayment of dues (if not received at HQ by May 1)**

**March: H-107 Report of Chapter Officers due** *immediately following Chapter elections*

**March 15, 2024: Chapter Altruistic Report submission deadline**

**April: H-107 Report of Chapter Officers due** *immediately following Chapter elections*

**April 15, 2024: Regional Mini-Spring Scholarship application deadline**

**April 15, 2024: S/P/N Altruistic Report Regional Altruistic Chair deadline**

**April 26-28, 2024: California State Convention, DoubleTree, San Jose, CA**

**May 1, 2024: H-a07 Report of Chapter Officers FINAL deadline**

**June 20, 2024: "The Longest Day" Alzheimer Association**

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

**June 30, 2024: H-114, Annual Chapter Highlight's Summary to HQ deadline**

**July 31, 2024: Annual Chapter Treasurer's deadline for State and Federal e-postcards/cash flow report**

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

## **18.0 Other**

No reports.

## **19.0 Closing Thought**

Mari reflected back on the reliability of the State board members, Council members, and Chapters.

## **20.0 Adjournment** Rosena adjourned the meeting at 10:32 p.m.

Submitted by Marilynn Bracelin, CA State Secretary

