



**California Alpha Delta Kappa**

**Leadership Retreat Meeting Minutes  
8257 Sturm Lane, Granite Bay, CA**

**September 4-7, 2025**

**Friday, Sept. 5**

**1.0 Call to Order**

**Virginia Riding, State President**

Meeting called to order at 8:53 a.m. by President Riding.

**2.0 Silent Roll Call**

**Ann McCarty, State Secretary**

Members present

President	Virginia Riding	<i>Gamma</i>
President Elect	Donna McCartney	<i>Gamma Nu</i>
Immediate Past President	Rosena Kruley	<i>Beta Alpha</i>
VP Membership	Teresa Heitmiller Olea	<i>Beta Eta</i>
Treasurer	Ginny Williamson	<i>Beta Kappa</i>
Secretary	Ann McCarty	<i>Alpha Lambda</i>
Historian/Sgt-at-Arms	Linda Barker	<i>Gamma</i>
Chaplain	Debbie Waltzer	<i>Iota</i>
Executive Advisor to the Board	Susan Raffo	<i>Beta Rho</i>

**3.0 Land Acknowledgement**

**Rosena Kruley, Regional ABC Chair**

Historical territory of the Nisenan Tribe was the foothills of Sierra Nevada, east of Sacramento. They have lived here for thousands of years. At one time, it was one of the most densely populated areas of Northern CA, but the tribes were heavily and negatively impacted during the gold rush. They lived in villages of extended family groups led by either male or female leaders. They were very connected to the land for food, medicine and all other resources and used controlled burns to manage the lands.

They were granted a rancheria in 1913 by President Woodrow Wilson of 76 acres near Nevada City. In 1958, the US government terminated the agreement between the Nisenan tribe (along with 48 others) and they lost their rancheria. Most land grants have been restored by the Government, but not the Nisenan. They purchased 200+ acres near Nevada City in 2024.

**4.0 Review of Norms** **Linda Barker, State Hist./Sgt-at-Arms**

- R** Responsibility for what you say and feel without blaming others
- E** Empathetic listening -feel what the other person is saying
- 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 the board
- T** Trust ambiguity - don't debate who is right or wrong

**5.0 Approval of Agenda** **All**

**6.0 Opening Thought** **Debbie Waltzer, State Chaplain**

If you have the power to make someone happy, do it. The world needs more of that.  
Charles Schulz

**7.0 Review of August 15, 2025 Minutes** **Ann**

Minutes stand as corrected.

**8.0 Treasurer's Report** **Ginny Williamson, State Treasurer**

**8.1 Update on Wells Fargo Credit Cards**

Several members of the Board met with a representative from Wells Fargo Bank in Granite Bay to clarify issues around our accounts. All issues have been resolved satisfactorily. Diana Galvan and Rosena have been removed from all the accounts. Donna McCartney was added, along with Virginia and Ginny who remain on the accounts.

**8.2 Update on Accountant's \$600 Bill**

Ginny has followed up re: the delayed bill we received in July from Accurate Accounting. Our previous account representative with the company recently passed away, which has impacted their business. After doing some research, it appears that two bills from July 2023 and May 2024 went unpaid. Ginny will pay this delinquent bill without penalties to make us current.

The accounting service filed an extension for our 2024 taxes due to the repercussions related to the passing of our account representative.

### **8.3 Noel Leonard Account Update**

Current balance is \$85,802. A third party contractor, Lechner Solutions, manages the ADK Foundation funds. In Feb, 2025, Virginia filed a request for \$1500, however somehow that request was lost or misplaced. This issue has been corrected and Ginny has been assured the \$1500 we previously requested will be sent soon.

The process going forward to request funds from the ADK foundation has been clarified. A S/P/N or Chapter Foundation Funds Request form (available on the International Website >Resources > Foundation > Request Form) must be completed and submitted. The Foundation will then issue checks payable to the designated recipients and mail them to the State Treasurer, who is responsible for disbursing them.

### **8.4 Chapter e-Postcards and Financial Report Status**

Ginny has compiled a list of which chapters have filed both 990-N and 199-N forms to International (21/39 chapters have completed both as of this meeting). She has followed up with those who have not yet filed. Virginia has asked various board members to follow up with the chapters who have not filed, as the deadline is in November. The forms are available on the CA website > Treasurer's corner. Ginny can be a resource for help as needed. She needs a copy of the confirmation of filing from each treasurer as well.

All chapter financial summaries have been filed with International except for one chapter (Delta). Ginny will file on their behalf.

### **8.5 Dues Information**

Current status of accounts:

Checking	\$1,721.64
Scholarship	\$9,507.36
Reserve	\$46,086.24

The current state dues are \$30 and International dues are \$40 and are due by Dec. 31. As we have not received our state dues for the second biennium yet, we need to borrow funds from the Reserve account and transfer to checking, as has been done in past years.

**DEBBIE MOVED THAT WE TRANSFER \$15,000 FROM THE RESERVE ACCOUNT TO THE CHECKING, TO BE REPAYED WHEN DUES COME IN. ROSENA SECONDED. MOTION CARRIED.**

**9.0 Membership Report**

**Teresa Heitmiller Olea, VP for Membership**

**9.1 CNA Reflections**

Teresa has asked that Board members reach out to our own chapters in regards to the status of the Chapter Needs Assessment, in particular how we as the board can support them in implementing their goals. She will share talking points with us.

Please inform Teresa if there is a concern that should be addressed. If no concerns, let her know that as well. She will reach out directly to those chapters that are not covered by the board.

**9.2 Chapter/Member Statistics**

783 active members, 24 sustaining, 74 working teachers (growth from last year). One chapter (Alpha Phi) disbanded in August.

**10.0 Unfinished Business**

**10.1 State Convention**

**Virginia**

Planning is proceeding well.

**10.1.1 Officer Duties**

**All**

We will be reviewing these responsibilities at a future zoom meeting. Job descriptions can be found on the state website >Executive Board Resources>State Officers and Chairmen Manual. In the Table of Contents, refer to State Officers section of the manual for a list of duties related to the convention.

**10.1.1.1 Suggestions from Proceedings of Convention**

Virginia also suggested looking at the State Convention report from April 2024 and reaching out to the previous officers for assistance as needed

**10.1.1.2 State Officer Training Manual Online**

In the table of contents of the State Officers and Chairmen Manual, scroll to State Convention Responsibilities to find more explanation of the responsibilities for each officer.

**10.1.2 Seed Money Review**

**Virginia**

Convention funding is kept completely separate from the state budget. In the past, the state has fronted the Convention with seed money of \$7500, kept in a separate account. The idea is that the Convention will pay for itself and will reimburse the seed money back to the state budget after the conclusion of the State Convention and the paying of all the associated final bills. All reimbursement requests by committee chairs must be submitted within 30 days of the end of the Convention.

In 2024, the State Convention treasurer retained \$5715.13 in the State convention account, rather than reimbursing the state. Mollie Acosta, State Convention co-chair, has requested \$7500 for the 2026 State Convention seed money. Due to the amount already in the Convention account, the state budget contribution for the seed money this year will only need to be \$1784.37, in order to reach a total of \$7500 in the State Convention account.

**ROSENA MADE A MOTION THAT THE BOARD REVISE THE AMOUNT THAT WE ARE CONTRIBUTING TO THE 2026 STATE CONVENTION, AS THERE IS CURRENTLY \$5715.13 IN THE CONVENTION ACCOUNT. THE BOARD WILL NEED TO MOVE \$1784.37 TO BRING THE TOTAL TO \$7500. LINDA SECONDED. MOTION PASSED.**

### **10.1.3 First-Timer Grants**

In previous years, each council was allowed to select one person from their council to receive a grant in the amount of \$200 to attend the State Convention. The funds come from the Noel Leonard Account. In 2024, the Board voted to increase the number of first time grants to more one per council and funded 20 sisters across the state to attend the Convention.

Virginia proposed that we again fund more than one first timer grant per council for the 2026 State Convention, with no cap on how many first timers can use the grant. The procedures for applying, receiving and disbursing the grants would remain as they are designated in the Policies and Procedures.

**DEBBIE MOVED THAT THE BOARD USE THE NOEL LEONARD FUNDS TO ENCOURAGE FIRST TIME ATTENDEES AT THE STATE CONVENTION. THEY WILL BE OFFERED THE OPPORTUNITY TO APPLY FOR A GRANT OF \$200 THROUGH**

**THEIR COUNCILS TO ATTEND THE 2026 STATE CONVENTION. LINDA SECONDED. MOTION PASSED.**

**10.2 Newsletter Reminder**

**Virginia**

Virginia is working on the September 2025 newsletter by Sept. 10. She would like a brief submission from each officer for this newsletter as soon as possible. She suggested topics related to the tasks of each officer.

**Lunch**

**Meeting Reconvened at 1:35 p.m.**

**10.3 Policies and Procedures**

**Rosena Kruley, Past State President**

Rosena presented the following for a **second** reading:

**Section A: Organizational Structure**

- a. Policy and Procedures (p. 12)

**Section D: Scholarships, Grants and Awards**

- b. District Mini-Grants (p. 94)
- c. Betty Rosenberg Golden Chapter Award: Outstanding Chapter (p. 95)
- d. Noel Leonard Leadership Grant: First Time Attendees to State Convention (p. 97)
- e. Noel Leonard Leadership Grant: Regional Conferences (p. 98)
- f. Noel Leonard Investment Account: Additional Leadership Funding (p. 99)
- g. International Excellence in Education Award (p. 100)

**Section E: Altruistic**

- h. Add new section: California Crisis Fund: Educators Helping Educators ( will be p. 106)

**DEBBIE MOVED THAT WE APPROVE THE ABOVE CHANGES TO SECTIONS A, D AND E OF THE POLICY AND PROCEDURES, FOLLOWING THIS SECOND READING. GINNY SECONDED. MOTION CARRIED.**

Rosena presented the following **new** policies for a **first** reading.

**Section G: State Convention**

- a. Parliamentarian (page number to be determined)

Rosena presented the following policies for a **first** reading.

**Section B: Executive Board**

- a. State Standing Committee Chairs (p. 28)

**Section F: Districts/ Councils**

- b. President's Council Handbook (p. 109)
- c. District Conference Fund-Raising (p. 112)
- d. Chapter Sales and Executive Board Sales at District Conferences (p. 113)

**Section G: State Convention**

- e. District Rotation (p. 115)
- f. Operational Funds (Seed Money) (p. 116)
- g. Rules of Convention (p. 118)
- h. Registration Refunds (p. 120) \*recommended to move this to a spot further down in the table of contents.
- i. Noel Leonard Leadership Grant: First Time Attendees to State Convention (p. 121)
- j. Convention Proceedings/Reports (p. 126)
- k. Candidate Qualification (p. 127)
- l. Convention Chairs (p. 128)
- m. Convention Chairs: Procedures (p. 129)
- n. Balloting Committee (p. 130)
- o. Election of State Officers (p. 131)
- p. Reports: Executive Board and Standing Committee Chairs (p. 132)
- q. State Altruistic Project: Selection Process (p. 134)
- r. Membership Recognition Certificates (p.135)
- s. Chapter Perpetual Membership Plaque (p. 136) REMOVE
- t. Eleanor Bendell State Scholarship (p. 138)
- u. Betty Rosenberg Golden Chapter Award (p. 139)
- v. Installation of Executive Board (p. 140)
- w. Past State President's Dinner (p. 142)
- x. Chapter Sales (p. 144)
- y. Gift Participation (p. 145)

**TERESA MOVED THAT WE APPROVE THESE RECOMMENDATIONS IN SECTIONS B, F AND G AS FINAL CHANGES TO THE POLICY AND PROCEDURES. LINDA SECONDED. MOTION CARRIED.**

**10.4 Virtual District Conference Date Error in Newsletter**

**Virginia**

In the most recent Newsletter, there was an error regarding the date for the Southern District Conference. The correct date is March 14, 2026.

### **10.5 Excellence in Education Chair**

**Virginia**

Kathy Gutierrez (*Alpha Delta*) has agreed to be Excellence in Education chair.

### **10.6 Badge Backer Update**

**Debbie**

Debbie has tracked down the information about the previous order of badge backers from 2023.

**DONNA MOVED THAT WE ORDER 300 BADGE BACKERS FROM THE SAME COMPANY WE HAVE USED PREVIOUSLY, AS WELL AS MAGNETS AND GLUE FOR ATTACHING TO THE BACKERS. LINDA SECONDED. MOTION PASSED.**

Linda agreed to follow through on the order and purchase. She will also investigate how to order the magnets and glue that will be attached to the badge backer.

### **10.7 Other Unfinished Business**

No unfinished business was presented.

**The meeting was recessed at 5:30 p.m.**

### **Saturday**

The meeting was reconvened at 9:00 a.m.

### **11.0 New Business**

#### **11.1 2025 District Mini-Grants Susan Raffo, State Scholarship Chair**

Susan shared a sample of the revised online grant application. The form has been approved by the scholarship committee. The intent is for the link to the form to be available online through the state website, as well as distributed by email blasts. The Executive Board shared appreciation for the work the committee has done and approved posting it on the state website.

#### **11.2 Eleanor Bendell State Scholarship**

**Susan**

The Board directed Susan and her committee to create a similar online application form for the Eleanor Bendell Scholarship. The Board also asked the committee to evaluate the requirements for the scholarship with the intent to make it a simpler or more streamlined application process.

**DEBBIE MOVED THAT WE INCREASE THE ELEANOR BENDELL SCHOLARSHIP TO UP TO \$3000 FOR THIS BIENNIUM. ROSENA SECONDED. MOTION PASSED.**

### **11.3 State Website Update**

**Rosena**

The software used for the state website is in the process of being updated and will take until November to complete. In the meantime, new large items cannot be posted on the website, however small files can be loaded now.

### **11.4 Virtual Conference Planning**

**All**

Ann presented a sample slide deck integrating Slido word clouds, polls, surveys, etc, as a tool to increase engagement and interactions for our upcoming virtual conferences in the second biennium.

**DEBBIE MOVED THAT THE BOARD PURCHASE AN ANNUAL SUBSCRIPTION TO THE SLIDO APPLICATION FOR \$210. TERESA SECONDED. MOTION CARRIED, ROSENA WAS ABSENT.**

#### **11.4.1 Set Date for Dress Rehearsal**

We will meet on Zoom on Monday, Sept. 15 at 9:30 a.m. and Thursday, Sept. 25, at 1:00 p.m.

#### **11.4.2 Send Invitation**

It was suggested that we create an online invitation to be sent to each member of each council prior to their virtual conference. We will also create a save the date flyer for those councils whose conferences are later in the biennium (Valley, Southern, Marina).

### **11.5 Review and Revise Presidents' Council Handbook Directions for District Conferences**

**All**

Virginia suggested that a sub-committee be created to revise the sections of the Presidents' Council Handbook related to Planning District Conferences by Host Councils (pages 16 - 20 of the current handbook). The intent is to streamline it, make it easier to read and to create a useful tool for councils to use for planning their conference. After a draft is created, we will ask for input and feedback from current council presidents before finalizing.

Teresa, Donna, Susan, Ann, and Virginia volunteered to be on the sub-committee. The intended deadline is to have a final revised version ready for publication in November 2025.

### 11.6 The Longest Day Totals

Virginia

Virginia shared the shared the totals from CA Cares team of the Alzheimer's Association Longest Day fundraiser, as given to her by Karen Kirby. The International goal was \$250,000 was exceeded. CA Cares was the 7th within ADK of all the teams in terms of fundraising and raised \$11,511, which exceeded our goal of \$10,000.

### 11.7 Payment of Bills

Ginny distributed reimbursement forms for this Leadership retreat. It was clarified that if using a rental car, the allowed reimbursement is for gas, but not for mileage. Mileage reimbursement is used for driving personal cars. Per diem for this event should be for 3 nights. We did not use a hotel so no housing costs were accrued.

**TERESA MOVED THAT THE BOARD AUTHORIZE TREASURER GINNY WILLAMSON TO PAY THE BILLS FOR THIS EVENT AFTER SHE RECEIVES THE FINAL REIMBURSEMENT FORM REQUEST. LINDA SECONDED. MOTION PASSED WITH ONE ABSTENTION.**

### 11.8 Other New Business

No new business was presented.

### 12.0 Closing Thought

Debbie

Every sunset brings the promise of a new dawn.

### Calendar

August 15	Innovation Grant Application opens (International)
September 1	Regional Officer Candidate Application opens
September 24	ITE Scholar Meri Karagidze's birthday
October 1	Classroom Grant Application due (International)
October 4	Virtual Northern District Conference
October 15	Fall Regional Mini-Scholarship application deadline (Int'l)
October 15	CNA Reflections with State VP for Membership
October 30	Deadline for District Mini-grants (CA)
November 1	Regional Officer application deadline
November 1	Excellence in Education Award Nominations due
November 1	Virtual Valley District Conference
November 1	State Altruistic Project nominations due
November 15	Innovation Grant deadline
<b>December 5</b>	<b>State Officer applications due</b>
December 5	State Resolution submissions due

December 15 State Excellence in Education application packet deadline  
January 24 Virtual Marina District Conference  
January 31 Deadline for Regional Professional Development Scholarship  
February 15 Deadline for Betty Rosenberg Golden Chapter Award  
March 1 Deadline for Eleanor Bendell Scholarship (CA)  
March 1 Deadline for Legacy Scholarship (International)  
March 14 Virtual Southern District Conference  
May 1-3 State Convention in Old Town Clovis

**13.0 Adjournment**

The meeting was adjourned by President Riding at 4:50 p.m. on Saturday.

Minutes submitted by Ann McCarty, CA State Secretary, Approved 10 -7- 25