



California Alpha Delta Kappa

Executive Board Meeting via Zoom November 3, 2025

1.0 Call to Order

Virginia

Riding, State President

Meeting called to order at 9:06 a.m.

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, SW Regional ABC Chair

Rosena shared the land acknowledgement about the Valley Yokuts Native tribes that she had also shared at the recent Valley District Conference.

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

Agenda stands as amended.

6.0 Opening Thought

Debbie Waltzer, State Chaplain

Good friends are like stars. You don't always see them, but you know they are always there. Charles Shultz

7.0 Approval of Oct. 7-8, 2025 Minutes

Ann

Approved as amended.

8.0 Treasurer's Report

Ginny Williamson, State Treasurer

8.1 Chapter e-Postcards and Financial Report Status

All but one chapter have successfully submitted e-postcards 990-N (IRS) and 199-N (state) tax reports. The remaining chapter is in the process of taking care of that. All chapters have filed their Financial Summary 2025 Reports to International.

8.2 Budget Update: Balances as of November 1, 2025

Bank Accounts: Wells Fargo Bank

WF Checking	\$ 13,543.78
WF Scholarship	\$ 9,506.96
WF Reserve	<u>\$ 31,084.70</u>

TOTAL Bank Accounts 54,135.44

Investment Account:

Noel Leonard AΔK Foundation* \$ 72,490.60

**Only the interest may be used and only for grants, scholarships, and Council leadership at Regional Conferences.*

TOTAL Investment Account \$ 72,490.60

OVERALL TOTAL: \$126,626.04

8.3 Dues Information

Chapters are in the process of submitting their dues.

8.4 Budget for Next Biennium

A budget committee, consisting of one member from each district has been assembled. She anticipated having a draft for our next Board meeting. Ginny is in

the process of collecting the needed data for developing the budget. The committee members are:

Diana Galvan - Northern
Virginia Riding - Valley
Karen Kirby and Donna McCartney - Marina
Lynne Keating - Southern

8.5 Other

No other business was presented.

9.0 Membership Report

Teresa Heitmiller Olea, VP for Membership

9.1 Chapter/Membership Statistics

Current Active members: 783 (including 24 sustaining)
Members under contract: 76 (an increase of 10 from 2024)
Omega Chapter in 2025: 11 sisters
40 Active Chapters

9.2 Other

Teresa clarified what happens to any remaining funds when a chapter disbands. They must disburse the funds by either submitting a check to ADK and/or ADK Foundation for the sum of the remaining funds.

10.0 Unfinished Business

10.1 State Convention

Virginia

10.1.1 Officer Responsibilities

All

Virginia's intent is to review officer responsibilities for the convention individually with each member of the Executive Board. This will happen via zoom or phone call in the next few weeks. She requested that Board members review the lists of responsibilities and recommendations from the previous convention before the meeting.

10.1.2 First-Timer Scholarships

Virginia

Virginia clarified that we will offer a scholarship to all first time attendees to the State Convention in May 2026. The process is that they will indicate they are first timers on the Convention registration form. Virginia will follow up with those first time registrants to verify that their registration has been received and the registration fee will be paid for. The State Convention registrant will confirm they are in attendance at the

convention, Virginia will announce their names at the convention and Ginny will arrange for the check to be reimbursed through the ADK Foundation. They will receive a reimbursement check after the convention via mail.

10.1.3 Hotel Information Susan Raffo, Advisor to the Board

Susan has researched information about hotels near the Clovis Veterans Memorial Center. The closest is the Best Western Clovis Cole and they can be reached directly at 559-299-1547. They do not offer group convention rates. Board members are responsible for making their own reservations. The Board is reimbursed for travel and lodging at State Conventions. Virginia noted that there are several nearby hotels in addition to the Best Western.

10.2 Newsletter Articles

Virginia

Virginia requests article submission by Board members by Monday, Nov. 10. Keep them short and concise.

10.3 Policies and Procedures

Rosena Kruley, Past State President

Rosena presented the following for a first reading:

10.3.1 Educators Helping Educators review

10.4 Badge Backer Update

Linda

Linda has received 300 badges and 260 magnets. She will have them ready for sales at the State Convention. They will sell for \$5 each.

10.5 Scholarship Update Susan Raffo, State Scholarship Chair

Virginia requested Susan write an article for inclusion in her next newsletter about scholarships.

10.6 Other Unfinished Business

11.0 New Business

No new business was presented.

11.1 Virtual Valley District Conference Evaluation

All

Nearly all the feedback from the conference was positive. In particular, they appreciated the Breakout Room and the interactive nature of the conference using Slido.

11.1.1 Zoom Breakout rooms

Rosena learned that she can only broadcast (send a message simultaneously to all persons in the breakout rooms.) if all participants have the most recent version of the Zoom platform. She has also eliminated the ability for sisters to leave the breakout room early.

11.2 Virtual Marina District Conference Planning All

The Conference is scheduled for January 24.

11.2.1 Set Date for Dress Rehearsal

January 20 at 2:00 - 4:00

11.2.2 Send Invitation

Teresa will send a save the date email to the Marina District.

11.3 Virtual Southern District Conference Date Donna McCartney, PE

Donna contacted several members from Southern District in regards to combining the Marina and Southern District Council Conferences. Based on feedback, the Board agreed to keep the Virtual Southern District conference for March 14, 2026.

11.4 Review and Revise Presidents' Council Handbook Directions for District Conferences-Set Meeting Dates Committee

11.5 Other New Business

11.5.1 State Altruistic Project

The deadline for receiving applications for the State Altruistic Project was November 1. The only application submitted was for Camp Kasem, which has been the project for 2024-2026. The State Altruistic chair has requested that we extend the application deadline to November 15. This will be advertised through chapter presidents.

11.5.2 Joint Regional Conference Susan

There will be a cultural fair at the Conference and each state will be asked to participate. The theme will be state folklore. More information will be

distributed in the near future. Northwest, North Central and Southwest Regions are joining together.

12.0 Pay Bills

Ginny

No bills were presented.

12.0 Closing Thought

Debbie

You're never too old to set another goal or to dream a new dream.
Charles Schultz

13.0 Adjournment

The meeting was recessed at 11:05. We will reconvene on Nov. 17 at 9:30 for further discussion of items not covered today, along with any new items added to the agenda.

Calendar

November 15 Innovation Grant deadline

December 5 State Officer applications due

December 5 State Resolution submissions due

December 15 State Excellence in Education application packet deadline

January 24 Virtual Marina District Conference

March 1 Eleanor Bendell State Scholarship submission due

March 14 Virtual Southern District Conference

May 1-3 State Convention in Old Town Clovis



California Alpha Delta Kappa

Executive Board Meeting via Zoom November 17, 2025 Reconvening of meeting from November 3, 2025

1.0 Call to Order

Virginia Riding, State President

Meeting called to order by President Riding at 9:40 a.m. This is a continuation of the meeting which began on Nov. 3, 2025

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, SW Regional ABC Chair

Not presented today - refer to minutes from Nov. 3, 2025.

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

Agenda approved as a continuation of the Executive Board meeting of Nov. 3, 2025.

6.0 Opening Thought

Debbie Waltzer, State Chaplain

You're braver than you believe, stronger than you seem and smarter than you think.

Charles Schulz

7.0 Approval of Nov. 3, 2025 Minutes

Ann

Not applicable at this time. Minutes from the entire Executive Board meetings for Nov and December will be submitted as a group.

8.0 Treasurer's Report

Ginny Williamson, State Treasurer

8.1 Bank Account Updates; As of Nov. 18, 2025

Checking balance:	:	\$14,748
Scholarship balance		\$ 9,526

All other balances remain as presented on Nov. 3, 2025.

8.2 Dues Information

Three chapters have submitted state dues. The rest are expected soon.

8.3 Budget for Next Biennium

The budget is built for two years, estimating income and expenses over that period. Ginny is currently working on a draft budget and walked the board through her working spreadsheet, including some expenses incurred to this point. The full budget development committee will convene soon to finalize and present the proposed budget to the Board in December, 2025.

8.4 Other

No other information was presented.

9.0 Membership Report

Teresa Heitmiller Olea, VP for Membership

9.1 Chapter/Membership Statistics

Not presented today - refer to minutes from Nov. 3, 2025.

10.0 Unfinished Business

10.1 State Convention

Virginia

Virginia and her Convention co-chairs are visiting the venue in Clovis to get a better feel for the rooms. Information about the Convention has been shared across the state by Mary Ann Englehart via Connect.

10.1.1 Officer Responsibilities **All**

Not presented today - refer to minutes from Nov. 3, 2025.

10.1.2 Gift Budget Amount **Donna McCartney, State Pres.-Elect**

Donna suggested that we look at the Policies and Procedures related to the amount of the gifts presented to the outgoing Executive Board. We will table this discussion until our next meeting in December.

10.2 Newsletter Articles **Virginia**

10.3 Policies and Procedures **Rosena Kruley, Past State President**

Rosena presented the following for a second reading:

Section B: Executive Board

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

Section G: State Convention

- a. Voting at State Convention (p. 121)
- b. Noel Leonard Leadership Grant (p. 122) - we will revisit in December
- c. Proposed Budget and Budget Descriptions (p. 125)
- d. Eleanor Bendell State Scholarship (p. 137)
- e. Betty Rosenberg Golden Chapter Award (p. 138)
- f. Installation of Executive Board (p. 139)
- g. Past State President's Dinner (p. 141)
- h. Chapter Sales (p. 146)
- i. Gift Participation (p. 144) - we will revisit in December
- j. Registration Refunds (p. 145)

DEBBIE MOVED AND GINNY SECONDED THAT WE APPROVE THESE PROPOSED CHANGES TO THE POLICIES AND PROCEDURES, WITH THE EXCEPTION OF NOEL LEONARD LEADERSHIP GRANT AND GIFT PARTICIPATION. MOTION CARRIED.

10.3.1 EHE Donation

Ginny

Current balance is \$9,500. We recently received a generous donation of \$5000 from the San Francisco Division 36 California Retired Teachers Association, Scholarship and Education Foundation. This donation was facilitated by Marlene Cordova of Phi Chapter in the Golden Gate Council.

10.3.2 EHE Amount, Qualifying Crisis Update

Susan

We will table this for further discussion in December.

10.4 Scholarship Update

Susan Raffo, State Scholarship Chair

10.5 Other Unfinished Business

11.0 New Business

11.1 Virtual Marina District Conference

All

11.1.1 Planning

It was agreed that we would stay with the same format for this conference as used in November for the Valley Conference. Some content may be changed as needed, for example, budget info.

11.1.2 Date for Dress Rehearsal

January 20 at 2:00 - 4:00 p.m.

11.3 Virtual Southern District Conference Date

Donna McCartney, PE

11.4 Review and Revise Presidents' Council Handbook Directions for District Conferences-Set Meeting Dates

Committee

11.5 State Altruistic Project

Virginia

11.6 Joint Regional Conference Letter

Susan

11.7 Other New Business

12.0 Pay Bills

Ginny

13.0 Closing Thought

Debbie

You can't go back and change the beginning. But you can start where you are and change the ending.
Charles Schulz

14.0 Adjournment

The meeting recessed at 11:30. We will reconvene on Dec. 8 at 9:30 for further discussion of items not covered today, along with any new items added to the agenda.

Calendar

December 5 State Officer applications due

December 5	State Resolution submissions due
December 15	State Excellence in Education application packet deadline
January 24	Virtual Marina District Conference
March 1	Eleanor Bendell State Scholarship submission due
March 14	Virtual Southern District Conference
May 1-3	State Convention in Old Town Clovis



California Alpha Delta Kappa

Executive Board Zoom Meeting Minutes December 8, 2025

Continuation of meetings from Nov. 3 and Nov. 17, 2025

1.0 Call to Order

Virginia Riding, State President

The meeting was called to order at 9:31 a.m. by President Riding. This is a continuation of the meetings which were held on Nov. 3 and Nov. 17, 2025

2.0 Silent Roll Call

Ann McCarty, State Secretary

Members present

President
President Elect

Virginia Riding
Donna McCartney

Gamma
Gamma Nu

Immediate Past President	Rosena Kruley	<i>Beta Alpha</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>

Members absent

VP Membership	Teresa Heitmiller Olea	<i>Beta Eta</i>
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3.0 Land Acknowledgement **Rosena Kruley, SW Regional ABC Chair**
 Not presented today - refer to minutes from Nov. 3, 2025.

4.0 Review of Norms **Linda Barker, State Hist./Sgt-at-Arms**
 Not presented today - refer to minutes from Nov. 3, 2025

5.0 Approval of Agenda **All**
 Approved as presented.

6.0 Opening Thought **Debbie Waltzer, State Chaplain**
 Not presented today - refer to minutes from Nov. 3, 2025

7.0 Approval of Nov. 17, 2025 Minutes **Ann**
 Approved as presented.

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

8.1 Bank Account Updates as of Dec. 7, 2025

Bank Accounts Wells Fargo Bank:		
Checking		\$ 20,140.68
Scholarship		\$ 9,526.96
Reserve		\$ 31,084.70
Investment Account		
Noel Leonard ADK Foundation		\$ 88,624.87

8.2 Dues Information

Ginny is receiving dues now. She has sent reminder notices to those chapters who are currently missing. The deadline to receive them is December 31. She is also

asking chapter treasurers to include a list to her of who has paid their International dues either online or via check.

8.3 Budget for Next Biennium

Ginny presented a draft budget to the Board. She is suggesting that we split the current one budget into two separate documents - one for the Operating Budget and a separate ledger type document that will show the expenses linked to our Scholarship Account. We discussed the pros and cons of this approach.

After discussion and questions for clarification, it was agreed that Ginny will take the feedback from the Board back to her Budget Development committee. They will present a proposed budget in the near future, for inclusion in the State Convention packet sent out by the end of January.

8.4 Other

No other items were presented.

9.0 Membership Report

Teresa Heitmiller Olea, VP for Membership

Not presented today - refer to minutes from Nov. 3, 2025

9.1 Chapter/Membership Statistics

Beta Phi from the Modesto area is struggling, with fewer and fewer members.

10.0 Unfinished Business

10.1 State Convention

Virginia

Virginia is planning on meeting with committee chairs soon. There is one nomination for the State Altruistic Project.

10.1.1 Officer Responsibilities

All

Virginia is continuing to meet with state officers individually to clarify their role in the upcoming State Convention.

10.1.2 Gift Budget Amount

Donna McCartney, State Pres.-Elect

This item is stated in both policies and procedures as well as in the President elect job description. It is listed under the courtesy line item of the budget.

DONNA MOVED THAT ALL GIFTS GIVEN AT THE STATE CONVENTION BE FUNDED FROM THE STATE BUDGET AND THAT WE ALLOCATE \$50 FOR EACH GIFT. ANN SECONDED. MOTION PASSED WITH ONE ABSTENTION.

This will require a change in the Policies and Procedures.

10.2 Newsletter Articles

Virginia

Virginia requested that Rosena or Susan share information with her about the grant available to any first time attendee to the State Convention. She will use this info to write an article for inclusion in the upcoming newsletter.

10.3 Policies and Procedures

Rosena Kruley, Past State President

Two items were presented for a final reading:

Section G: State Convention

Noel Leonard Leadership Grant: First time attendees to State Convention p. 119

Gift Participation

p. 145

Past State President's Fund Raising Activity

p.143

ANN MOVED THAT WE APPROVE THE ABOVE CHANGES TO THE POLICIES AND PROCEDURES. DONNA SECONDED. MOTION PASSED.

10.3.1 EHE Donation

Ginny

We have a substantial amount in this account and no recent applications. . The Board will be discussing ways to encourage disbursement of the funds at upcoming meetings.

10.3.2 EHE Amount, Qualifying Crisis Update

Susan

We would like to increase our outreach to seek ways to distribute these funds. Virginia encouraged us to come to the next meeting with concrete ideas for how to expand our giving of the money in this fund.

10.4 Scholarship Update

Susan Raffo, State Scholarship Chair

The committee is meeting soon to determine District mini-grants. The Board will approve via email.

10.5 Other Unfinished Business

None presented.

11.0 New Business

11.1 Virtual Marina District Conference

All

11.1.1 Planning

Nothing was presented at this time.

11.1.2 Date for Dress Rehearsal

January 20 @ 2- 4 p.m.

11.2 Review and Revise Presidents' Council Handbook Directions for District Conferences-Set Meeting Dates

Committee

A committee has been established to revise and clarify the language in the handbook related to planning the District conferences for the first year of the 2026-2028 Biennium. Dates for the conferences will be selected as well. Virginia will set a date for that committee meeting.

11.3 State Altruistic Project

Virginia

Only one project has been presented for Camp Kesem.

11.4 Joint Regional Conference Letter

Susan

Each state is being asked to participate in a cultural exchange at the Regional Conference in July 2026. The theme is Folklore, each state or province gets one table to display in whatever way we choose. We will discuss this further at our next meeting.

11.5 ITE Scholars Webinar

Virginia

Upcoming online January 24, 2026.

11.6 State Officer Applications/Vacancies

Virginia

Donna is continuing to seek volunteers for open positions.

11.7 Ignite Membership Zoom seminar

Virginia

December 14 @ 3:30 open to anyone. A way to encourage new membership.

11.8 Other New Business

None presented.

12.0 Pay Bills

Ginny

GINNY MOVED THAT WE AUTHORIZE HER TO PAY THE OUTSTANDING BILLS. ROSENA SECONDED. MOTION PASSED.

13.0 Closing Thought

Debbie

None presented.

14.0 Adjournment

Meeting adjourned at 11:34 p.m.

Next meeting: January 20 @ 2:00 on Zoom.

Calendar

December 15	State Excellence in Education application packet deadline
January 24	Virtual Marina District Conference 9:30-12:30
January 24	ITE Scholars Webinar 1:00
March 1	Eleanor Bendell State Scholarship submission due
March 14	Virtual Southern District Conference
May 1-3	State Convention in Old Town Clovis