



**California Alpha Delta Kappa
Executive Board Zoom Meeting Agenda
Wednesday, May 29, 2024 at 1:00 PM**

Call to Order

Virginia Riding

Meeting called to order on zoom by president Virginia Riding at 1:01 p.m.

2.0 Silent Roll Call

Ann McCarty, Secretary

Members present

President	Virginia Riding	<i>Gamma</i>
President Elect		
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>

3.0 Approval of Agenda

All

The agenda was approved as presented.

4.0 Opening Thought

Debbie

Debbie shared a reading by Carole Schelling, from the book Think Positive Thoughts Every Day, Words to Inspire a Brighter Outlook on Life. The message was to “Take a moment every day to think positive thoughts.”

5.0 Review of Norms

Linda

- 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

6.0 Correspondence

All

Virginia reported that correspondence shared at Board meetings is primarily items that will impact or be of importance and pertinent for all chapters and/or members. It is a way for all members to be aware of items that come before the board.

6.1 Review of Correspondence Form

Rosena

Rosena shared Google spreadsheet titled Communication Log. It is used to record all relevant /pertinent correspondence received or sent by anyone on the board. She walked the board through the form and how and when to use it. The log will be made available to all board members. The expectation is that board members will add items to the spreadsheet as appropriate, as well as share that same correspondence with the entire board at a subsequent meeting, either directly or through Virginia.

7.0 Approval of Minutes (4/28/24)

Ann

Minutes were accepted as corrected.

8.0 Treasurer's Report

Ginny

- a. End of the fiscal year is May 31. Diana Galvan, previous State Treasurer will be finalizing the 2022-24 budget and then Ginny and Diane will work together to assist Ginny in her transition to state treasurer in June. All banking is done through Wells Fargo (WF).

WF Checking Account balance	\$4,270.13
WF Scholarship Account balance	\$9,324.05
WF Reserve Account Balance	\$46,080.91

b. Noel Leonard Investment Account

Approximately \$72,490.00 First timer grants given to attend State Convention totaled \$4,000. (20 x \$200). This has not yet been transferred from the Investment account to checking.

Two requests have been made so far for Noel Leonard grants for attending the NW/SW Regional conference. Allocation is \$200, one for each council president or her designee.

- c. Budget B option, which increases state dues by \$5 from \$20 to \$25 annually, was approved at the state convention. This will be announced to all members in an upcoming President's Newsletter. The state budget document has not yet been updated to reflect this.
- d. The costs for the Leadership training retreat is included in the state budget. Planning for it should be to spend approximately what is spent at a typical Executive Board (EB) board meeting.
- e. Money may be borrowed from the WF Reserve Account to cover a budget shortfall until dues are collected. Any transfers must be approved by the board. These transfers are intended for emergency use only, so should be done with caution. Typically, the amount held in reserve is approximately the amount needed to manage the state expenses for one year.

Virginia anticipates we may need to borrow from the reserves in the fall to cover expenses early in the biennium and the reserve will be reimbursed once dues are collected.

- f. Changes made at the International affect the annual summer reporting of chapter cash flow and the filing of ePostcards. This does not affect our state budget and primarily impacts chapter treasurers. Diana has informed all chapter treasurers of these changes and has also updated the CA Website to reflect the changes.

9.0 Membership Report

Teresa

Teresa shared the current data about CA state membership:

- Chapters: 42 (soon to be 41 - see below)
- Active Members: 795
- New Members this past year: 26
- Reinstated this past year: 19
- Suspended Members: 55*
- Joined Omega this past year: 14
- Under Contract (“working” sisters): 52

*This occurred on Mar 1 for those who didn’t pay their dues. Formerly the date was May 1

- a. International introduced a Reflection CNA (Chapter Needs Assessment) at the end of the biennium, which was due in May 2024. This was to be completed online using a JotForm. There were several issues with the roll-out of this form and International is working on improving the process.
- b. Disbanding chapter: Alpha Rho chapter has been struggling for two years. Former VP for Membership Donna McCartney worked with the chapter over this past biennium, proposing several strategies to help them function and survive. Additionally she had communicated about these issues with the previous board over the past biennium. However, despite these efforts, the chapter has made a firm decision to disband and will submit all the necessary paperwork to do so by the end of this year.

Virginia would like us to consider adding new chapters in each area where a chapter has disbanded.

10.0 Unfinished Business

10.1 2024 Convention Update

Rosena

Registration and Credential report:

The final count from the 2024 State Convention is as follows:

Chapter delegates (one for every 10 active members) **40**
State Executive Board Members **8**

Past State Presidents **10**
Chairmen of State Standing Committees **6**
Chairmen of the State Convention **2**
Presidents of Council (Pres or Designee) **11**
Sustaining (one for every 10 registered and attending) **0**
TOTAL Delegates: registered and present **77**

It was noted that no sustaining members attended. Some sustaining members shared that they had not received the registration information about the convention in advance. This is an issue that will need to be addressed for future conventions.

Finances:

The finances for the recent state convention were complicated for several reasons, the main one being that the contract for the hotel was set in 2018 (prior to covid) and we were unable to meet those preset room block and food and beverage obligations. Additionally, we had to pay a cancellation fee of \$3277, which was a percentage of the original 2020 deposit.

Final payment to the hotel was \$6689.28. This is in addition to the deposit of \$10,673 that had been prepaid to the hotel. Rosena anticipates she will not be able to fully reimburse the \$7500 seed money from the state budget, though she will be close. As of May 28, the balance in that seed money account is \$5715.63.

*please see the attached reports on attendance and finances

10.2 Committee Chairs/Members Update

Virginia

Virginia has recruited the following to serve as committee chairs:

Scholarship Committee

Chair: Susan Raffo, *Beta Rho*

Northern District Rep: Maureen Boland, *Gamma Beta*

Valley District: Lila Perez, *Theta*

Marina District: Becky Robbins, *Pi*

Southern District: Catherine McAweeney, *Beta Omicron*

Altruistic Reports

Chair: Fran Dunleavy, *Beta Rho*

State Altruistic Project

Chair: Susan Blough, *Zeta*

Northern: Anita Brown, *Alpha Lambda*

Valley: Laurie Goodman, *Xi*

Marina: Becky Robbins, *Pi*

Southern: Cindy Acerno, *Beta Omicron*

Candidate Qualifications

Chair: Mari Page, *Gamma Mu*

Bylaws

Chair: Colleen Golden, *Beta Rho*

Excellence in Education

Chair: Grete Lima, *Beta Iota*

Balloting

Chair: Donna McCartney, *Gamma Nu*

Technology and Webmaster

Chair: Karen Kirby, *Gamma Mu*

State Convention Co-Chairs

Mollie Acosta, *International*

Mary Ann Englehart, *Xi*

The following two committee chairs remain unfilled:

World Understanding

Resolutions

Virginia sought referrals from the board for possible chairs for these open committees. Several names were provided to her.

10.3 Leadership Training Retreat

Virginia

10.3.1 Dates: August 6-8 - Board members should plan to arrive in the Clovis area for lunch by 1:00, with check in and meetings after that. Virginia anticipates incorporating team building activities as part of the gathering.

10.3.2 Location: Clovis, in the Fresno Area

10.3.3 Accommodations - Virginia has made reservations at an AirBnb in Clovis. Virginia will provide breakfast; lunches will be sandwiches and salads; dinner will be at local restaurants. Please bring anything you may need to accommodate your own dietary requirements. Teresa volunteered to bring coffee beans and other coffee related items.

10.4 Other

Virginia verified that all the info on the Executive Board roster she distributed last week was correct.

We still need a President Elect.

May 1-3, 2026 is the date for the next State convention. Molly Acosta and Mary Ann Englehart have volunteered to serve as chairs of the convention. The location will be in the Central Valley, with the exact location to be determined.

11.0 New Business

11.1 Council Liaison Assignments

Virginia

Every council in the state has either a Board member who serves as a liaison to the council or a board appointed liaison. The purpose is for the liaison to share information with the councils, and thus with chapters. It is also a good way for the board to learn about what is going on at the chapter level. Meetings can be attended

via zoom. Each liaison makes a report after attending each meeting, using a Liaison Report Form.

Northern District

Delta - Marilyn Bracelin
Peralta - Rosena Kruley
Peninsula/ South Bay - Virginia Williamson
Golden Gate - Ann McCarty
Sierra - Teresa Heitmiller Olea

Valley District

Fresno/Modesto - Linda Barker
Bakersfield - Virginia Riding

Marina District

Orange Coast - Mari Page
Channel Islands - Donna McCartney

Southern District

Inland Cities - Debbie Waltzer
San Diego - Debbie Waltzer

Virginia will share the list of council presidents with the board in the near future. She shared a copy of the current Liaison Report Form, the purpose of which is for liaisons to summarize their notes and report back to the board following a council meeting. Virginia plans to make some minor modifications to this form and share it with the board. After reading the Liaison Report Forms as they are submitted, Virginia will bring anything of note from the report form to the whole board as appropriate. The form can also be found on the state website under Executive Board resources. Throughout the biennium, Virginia will periodically create a report containing the information that she wants liaisons to share with the councils.

11.2 NW/SW Conference, Bellevue, WA June 28-July 1, 2024 Virginia
Virginia, Rosena, Teresa, and Debbie are planning on attending the conference. CA Exec Board has been asked to assist set up and take down some decorations. More details will be provided.

11.2.1 Cultural Faire

Virginia

The Cultural Faire takes place at the Regional Conference. The CA table theme is Route 66. There will be some sales of items as well - the proceeds go into the scholarship account. Debbie volunteered to work on ideas for the CA table and will work with the others who are attending to develop the theme.

11.3 Other

No other business was presented.

12.0 Upcoming Dates

All

- International Convention Austin, TX July 10-13, 2025
- District Conferences (in person)
 - Northern (Peralta Council) Oct, 5, 2024
 - Valley (Bakersfield Council) Nov. 2, 2024
 - Marina (Channel Islands Council) Jan. 25, 2025
 - Southern (San Diego Council) Mar. 8, 2025
- District Conferences (virtual)
 - Northern Oct 4, 2025
 - Valley Nov. 8, 2025
 - Marina Jan. 24, 2026
 - Southern Mar. 14, 2026

13.0 Other Business

Virginia would like a photo and mini-bio for each of the EB members to include in her first president's newsletter. Alternatively, board members can use what was used for the State convention. Please get it to Virginia by June 12.

14.0 Closing Thought

Debbie

All you need is love, but a little chocolate now and then doesn't hurt.

Charles Schultz

15.0 Adjournment

Virginia

Meeting was adjourned at 3:07 p.m.

Minutes submitted by Ann McCarty, State Secretary
Corrected and approved 8/6/2024

Attachments:

[Financial Information from 2024 State Convention
Registration and Credential Report](#)