



# California Alpha Delta Kappa

## Executive Board Leadership Retreat

August 6-8

882 Filbert Ave., Clovis, CA

**Approved**

### 1.0 Call to Order

**Virginia Riding, State Pres.**

The meeting was called to order at 1:42 p.m.

### 2.0 Silent Roll Call

**Ann McCarty, State 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>
Guest	Susan Raffo	<i>Beta Rho</i>

### 2.1 - DEI

**Virginia**

The Southwest Region (SWR), Diversity, Equity and Inclusion (DEI) chair is Rosena Kruley. The DEI committee began meeting in July 2021. Rosena shared that we should include a land acknowledgment at all meetings and began by sharing a land acknowledgement for the local Native tribes in the Fresno area. She gratefully acknowledged the Native lands and people of this area - Yokuts (called the seed gatherers) and Western Mono bands. She got the info about the tribes from the National Museum of the American Indian. (link attached at bottom of minutes)

The Executive Board Council liaisons should inform the president of each council that a land acknowledgment should be included at the upcoming conferences - at the beginning of the conference (after the welcome). This can be done by anyone from the council, someone from the DEI committee or the Executive Board Council liaison. They may research their local tribes themselves or reach out to Rosena for assistance. Land acknowledgements are optional to include at council meetings.

### **3.0 Approval of Agenda**

**All**

Virginia said that in the future she will share a draft of the upcoming meeting agenda with all Board Members to allow additions and/or corrections before resharing a final copy to be used during meetings. After corrections and additions, the agenda for the 2024 Leadership Retreat was approved.

### **4.0 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

### **4.1 THINK**

**Virginia**

Virginia shared this acronym for us to consider at meetings and in all ADK interactions. (link attached at bottom of minutes).

- T** Is it true?
- H** Is it helpful?
- I** Is it insightful?
- N** Is it necessary?
- K** Is it kind?

### **4.2 ADK Vision, Mission, and Purpose Statements**

**Virginia**

Virginia shared the vision, mission and purposes statement from International ADK, which were changed in 2021 to reflect an

awareness of DEI and to be more inclusive. Susan noted that this would be a good item to share with chapters as part of Fraternal Education. (link attached at bottom of minutes).

The Board will be developing and presenting a fraternal ed piece at each of the conferences focusing on the vision, mission and purpose statements. It was suggested that we also look into making a digital recording of this presentation to post to the state website.

After reviewing the document, Virginia asked the Executive Board (EB) members if we noted any common themes. Inclusion and quality education were shared. Rosena noted that a sense of belonging for all members is an important element that should be emphasized.

Susan suggested that we add a sense of belonging to the mission statement, so that in California it would read: *Empower women educators to advance inclusion, educational excellences, altruism, world understanding and a sense of belonging*. Rosena will share this idea at the International DEI steering committee, as chair of the committee.

### **5.0 Opening Activity**

**Virginia**

Virginia pulled a card from the Conversations with Purpose pack: Talking Points/Resilience pack. All shared responses to the prompt: “Where is your happy place?”

### **6.0 Opening Thought**

**Debbie**

Debbie shared a visual from the book Think Positive Thoughts Every Day by Blue Mountain Press (link attached at bottom of minutes).

### **7.0 Approval of May 29, 2024 Minutes**

**Ann**

Approved as corrected - Susan noted that simple changes such as spelling, typos, etc. can be changed before the board meeting by informing Ann. Content-related changes should be communicated to Virginia to share and discuss at the next board meeting.

## **8.0 Overview of Policy and Procedures**

**Susan**

Susan shared the table of contents for the state Policy and Procedures (P&P). The entire document can be found on the CA state website. The P&P is considered a living document and has been updated and reviewed periodically since 1974. Policies are statements and procedures are how to carry out the policy. The most recent major revision was completed by Susan Raffo and Diana Galvan in 2012. The Policy and Procedures can be found on the state website under Executive Board resources.

It is the responsibility of the Immediate Past President (Rosena) to keep the P&P up to date, based on input and action from the board. Two readings of each proposed change is required by the EB before approval. Rosena will then communicate the approved changes to Diana Galvan, who updates the document on the website.

## **9.0 Correspondence**

**Ann**

Ann shared a note from Teresa Heitmiller-Olea thanking the board for \$200 from the Noel Leonard Scholarship to attend the Northwest/Southwest Regional Conference.

## **10.0 Treasurer's Report**

**Ginny**

### **10.1 Current Budget Status Report**

Estimate total income for 2024:	\$28,100*
Estimated donations for 2024:	\$968

\* Adjustments need to be made to Noel Leonard portion of budget

Current budget reserves as of 8/4/2024: (held in 3 separate accounts)

Checking:	\$3,256.00
Scholarship:	\$10,491.29
Reserve:	\$46,082.07

The EB will consider transferring money from the Reserve account to the Checking account to cover costs until dues are collected. This discussion will take place at the October Board meeting.

### **10.2 Status of Cash Flow and e-Postcard Filings**

Ginny shared a document detailing the status of chapter e-postcard filings. Currently, 28 of 40 chapters have submitted both IRS 990-N (federal form) and FTB 199-N (CA state) form to the state treasurer. They were due July 31. Ginny will contact those chapters that have not filed. It is required and critical that Both forms must be submitted in order to maintain our non-profit, tax exempt status. Ginny and Debbie will reach out to those who have not completed the form and will offer to help delinquent chapters complete the forms. Debbie has offered to help individual chapters complete the form online if requested.

### **10.3 NW/SW Conference Sales Update**

At the Regional Conference, Diana Galvan received \$622 from Mari Page, which Mari shared was earned from the sales of badge holders and stickers at the Regional conference and/or state convention. Susan will follow up with Diana and Mari Page to make sure and clarify that the approximately \$200 earned from the Past President's silent auction held at the State convention is also reflected in the income portion of the budget. Susan has passed these funds along to Diana G.

### **10.4 Budget Revision**

Ginny shared the draft budget, which Virginia reminded us is considered preliminary at this time. Virginia recommended that we wait to receive all the bills related to the regional conference and the first two district conferences. At that time, we will have a better sense of how much should be transferred from reserve into checking to cover the remaining expenses. until after dues are paid [in December](#). (link attached at bottom of minutes).

**Meeting recessed at 4:30 p.m. on Aug. 6, 2024. Meeting reconvened at 9:18 a.m. on August 7, 2024. All EB members and guests as listed at the top were in attendance.**

## **11.0 Membership Report**

**Teresa**

### **11.1 Member Statistics**

Teresa distributed a document titled July 2024 Membership Statistics. We currently have 799 active members (includes sustaining). Teresa is reaching out to each sustaining member to make a connection. Susan suggested we also speak about connecting with sustaining members at Council meetings. The goal is to make sure sustaining members feel welcome and connected to ADK and to each other. (link attached at bottom of minutes).

Virginia clarified what sustaining member means. Sustaining status is for sisters who no longer have a chapter or cannot physically attend meetings. They do not have a specific chapter they belong to **but** can participate in activities in any other chapter. They pay state and international dues.

Only 59 members are currently under contract in education. There are 42 active chapters. One chapter (Alpha Rho in Peralta council) has said they want to disband, however they have not submitted the paperwork to do so, so it is not official at this point.

Teresa is working on gathering the Chapter Needs Assessments (CNA) from each chapter in a readable form. When she has this in hand, she will share it with the board for further discussion.

### **11.2 Regional Awards**

Applications for the Regional Fall mini-scholarship are due Oct. 15. This is for non-ADK sponsored training.

### **11.3 Pearls of Achievement Chapters**

The July 2024 Membership Statistics document also records how many pearls each chapter in the state has received in the previous biennium. The most that are awarded are seven. There was some confusion as to what those seven requirements are. Teresa will investigate and report back to the board.

## **12.0 Unfinished Business**

### **12.1 State Convention Update**

**Rosena**

Rosena has been in contact with Marlene Cardova, convention treasurer, for any remaining bills from the 2024 convention. The hotel costs ended up higher than expected because of cancellations and delays related to Covid shutdowns from prior biennia. Rosena had been allocated \$6500 in seed money prior to the 2024 convention. Due to these unplanned higher expenses, the amount for the reimbursement of the seed money is short \$784.37.

**MOTION: ROSENA KRULEY MOVED THAT THE EXECUTIVE BOARD ACCEPT THE REMAINING SEED MONEY REIMBURSEMENT IN THE AMOUNT OF \$5715.63 FROM THE STATE CONVENTION TO THE STATE GENERAL CHECKING ACCOUNT. SECONDED BY TERESA HEITMILLER OLEA. MOTION PASSED.**

**MOTION: GIVEN THAT THE REVENUE FROM THE 2024 STATE CONVENTION DID NOT FULLY COVER EXPENSES, ROSENA KRULEY MOVED THAT THE SEED MONEY REIMBURSEMENT SHORTFALL WILL BE COVERED USING FUNDS FROM THE RESERVE ACCOUNT, AS PER CALIFORNIA POLICY AND PROCEDURES (SECTION G, STATE CONVENTION OPERATIONAL FUNDS). SECONDED BY LINDA BARKER. MOTION PASSED.**

## **12.2 2024 NW/SW Regional Conference Review**

### **Attendees**

Virginia reported that the conference was fun and educational. It was a wonderful time for sister bonding. One concern is that the cost of attending may keep CA sisters from attending, especially as it falls shortly after the State convention.

Rosena shared about the workshop she conducted at the conference called “Peel the Onion”, which was a follow up to last year’s presentation at the International convention about microaggressions. The focus was on strategies for how to handle microaggressions, paying special attention to active listening. She described it as a powerful learning experience. Participants were invited to take this practice back to their chapters.

Debbie shared this was her first conference and she described it as a fantastic experience. She attended a session focusing on lavender, which she particularly enjoyed. Another highlight was a speaker on the Japanese internment during WWII. Virginia thanked Debbie for her coordination of a Route 66 themed table at the conference, which was very well received.

Rosena shared appreciation for Susan’s participation and coordination of a quilt raffle, which was a fundraiser for a local Seattle based non-profit providing free groceries. The raffle made over \$3,000. A total of 26 quilts were created by various sisters in the SW/NW region.

## **12.3 Longest Day Fundraiser Update**

### **Virginia**

Karen Kirby coordinates the CA Cares team for the Longest Day fundraiser for Alzheimer’s Association. Virginia shared a document that details the results of the fundraising. A total of \$310,000 was raised by the entire ADK organization, exceeding the goal of



\$250,000. The CA Cares raised \$10,337, which was number 5 of 98 global teams and exceeded the goal of \$10,000. (link attached at bottom of minutes).

#### **12.4 Other Unfinished Business**

None presented.

**Meeting recessed at 11:00 a.m. Reconvened at 11:20 a.m. All EB members and guests as listed at the top were in attendance.**

### **13.0 New Business**

#### **13.1 Goals for 2024-2026 Biennium**

**Virginia**

Virginia and Rosena will be working on developing SMART membership goals and will share them with the board in October, prior to submitting to International.

#### **13.2 President's Newsletter**

**Virginia**

Virginia will be composing a newsletter for electronic distribution to all members every other month. The first one will be introducing herself and board members, along with a summary of the SW/NW conference. The first newsletter will be sent out in the middle of October. Virginia welcomed board members to contribute items to the newsletter and to encourage chapters to do the same, including photos and captions/names when applicable.

#### **13.3 President's Liaison Report**

**Virginia**

Every other month, the president typically composes a liaison report for board members to share with councils. Virginia will also send the same report to chapter presidents, in order for the info to get shared in a more timely manner. Liaison reports at council meetings will be along the line of responding to questions about the report, clarifying, reinforcing the message, etc. The first report will be sent out in

August and then will alternate months with the President's newsletter and the president's report on a monthly basis.

Susan also shared that info from the newsletter could also be incorporated into the council report.

#### **13.4 State Website Exploration** **All**

Virginia shared about a method of training chapter officers across the state that Hawaii chapters utilize. It involves holding one or two training dates statewide, where all the training takes place simultaneously for each office. After some discussion, we agreed that each CA state officer would schedule and deliver training to her partner chapter officers on a timeline that works best for her.

#### **13.5 International Website Exploration** **All**

There is some general dissatisfaction with the setup of the International website. We discussed exploring both state and international websites on our own, for those who are interested related to their own needs.

### **13.6 Council Meetings**

#### **13.6.1 Liaison Assignments and Duties** **Virginia**

The list of liaisons has been previously distributed. The liaison role is to communicate information from the board as well as to bring back information from the chapters. Information shared by the liaison at the council meeting should be then shared back to the individual chapters.

#### **13.6.2 New Liaison Summary Form** **Virginia**

Virginia shared a draft form that Council Liaisons should use after each council meeting to summarize discussions at the council meeting. Please complete this form as soon as possible after a meeting and share it with the entire board. The form is available on the state website, under Executive Board resources, as well as a document explaining how to complete the form.

There was some general information shared about the liaison summary form, as follows:

**Attendees:** Names are listed in the event we need to go back and verify something that occurred at the meeting.

**Treasurer's report:** Not all councils keep an account, so there may not be a treasurer's report at all meetings.

**Membership statistics report** - includes items such as new members, Omega members, members who have resigned, number of working and retired members, etc. This helps the board to keep track of any trends about membership so we can stay ahead of any potential issues.

**Concerns to be shared with EB** - use your intuition about any potential issues that may be of concern in terms of chapter viability or other topics that may negatively impact a chapter. The intent is to address any issues as soon as possible.

EB members who have questions about the form should contact Virginia or another board member who is familiar with this process.

#### **14.0 President's Council Handbook (PCH) Review**

**All**

The handbook was recently updated by Karen Kirby (7/24) and distributed to all EB members. A copy is also given to each Council president. The PCH is also available on the state website. It is a useful reference for council related meetings and activities. Virginia walked the EB through the council handbook.

Virginia asked that we pay special attention to Noel Leonard Leadership Grant. There are two grants of \$200 available - one for a first timer from

each council to attend the State Convention; one for each council president or designee to attend the Regional Conference. An individual could apply for and receive the Leonard Leadership grant more than once.

Liaisons for the host council will work closely with the council president in planning their District conference. There is a sample agenda in the handbook (p. 18). This agenda is meant to be suggestions about the items to include in the agenda and the sequence as listed in not compulsory. The conference is planned by the host council, not by the State Executive Board. The host council may make adjustments to fit their needs and desires.

We updated and made changes to contact info for some names listed in the handbook.

**Meeting recessed at 3:20. Meeting resumed at 3:45 p.m. All EB members and guest as listed at the top were in attendance.**

## **15.0 District Conferences**

## **Virginia**

Refer to info in the President's Council Handbook for details about the items listed below.

### **15.1 Dates**

There are some questions about who is hosting the Southern District conference in 2025. Debbie will investigate and report back.

### **15.2 Locations**

Refer to the PCH for details about locations of the District conferences. The Northern District Conference is at the Pleasant Hill Senior Center on Oct. 5. See PCH for details.

### **15.3 Transportation Form**

Virginia reviewed a [Google sheet](#) that has been previously shared with the EB. It documents how and when each EB member will be arriving at the conference. Please fill out the form when you have finalized

your arrangements.. It is a useful tool to record and arrange for transportation, carpooling, airport pickups, etc.

#### **15.4 Expectations**

The EB is expected to arrive @ noon/1:00 on the Friday of the conference weekend. Meetings generally are @ 2-5 on Friday. Occasional dinner meetings take place on Friday.

The Board will attend the conference on Saturday morning and early afternoon. We then continue meeting at the hotel until 6-7. Occasional dinner meetings take place on Saturday and at times on Sunday morning. EB board members leave for home @ noon on Sunday, possibly earlier.

Dress is business casual for the conference, casual for the EB only meetings. Wear name tag on right and badge on the left.

#### **15.5 Fraternity Education**

**Susan**

At the District conferences, the EB typically presents some sort of fraternity education. The purpose of the presentation this year is to illustrate how fraternity education can easily be woven into typical chapter meetings. The new fraternity ed committee at the International level is revising many of the previous fraternity ed materials and has removed all the previous fraternity ed links from the International website. The initial focus for 2024-2025 is on the why of doing fraternal ed. Susan distributed a document she had picked up on this title at a workshop at the SW/NW Regional Conference titled: Fraternity Education; Share the Why.  
(link attached at the bottom of the minutes)

Susan presented an idea called “Sisters on Fraternity Street”, a takeoff of a “man on the street” interview format. Four EB members (Virginia, Ann, Debbie and Teresa) will work together online to flesh out this idea prior to the Northern conference. The finished product will be presented at each of the district conferences.

### **15.6 Northern District Conference**

**Susan**

Susan presented several options for housing near Pleasant Hill for the Northern District conference in Oct. She will gather more info, make a final decision and inform the board.

Rosena is making arrangements for dinner on Friday night at Jack's restaurant in Pleasant Hill. She will invite the Council leadership to the no-host dinner as well.

### **16.0 Zoom Accounts**

**Virginia**

The EB currently pays for two different zoom accounts and it is unclear if and why we need two accounts. Rosena will gather more info and report back to the board.

### **17.0 Chapter Officer Training**

**Virginia**

Virginia would like each EB member to familiarize themselves with the training materials on the state website specific to their roles. We will then offer training to the sisters in each chapter who are also completing that job. Board members can invite the sister who held their job previously for support if needed/wanted. These can be short - no more than 45/60 minutes total. The expectation is to hold these training sessions before October. Please invite Virginia to the trainings.

### **18.0 Int'l World Understanding Project Nomination**

**Teresa**

Teresa would like to submit an application to the World Understanding Project Committee for Days for Girls (DFG). This is a worldwide international organization, based in Africa, South America and Thailand, where the focus is on supporting young girls who are restricted from life when they are on their monthly cycle. Additionally, they provide sex education for both genders. There are opportunities for volunteers doing sewing and assembling reusable sanitary items and backpacks for the girls, as well as donating money and/or fabric. Teresa recommended a book called The Power of Days by Celeste Mergens to learn more. More info can be found on <https://www.daysforgirls.org/> The EB approved her submitting the application.

## **19.0 ADK Air B & B**

**Teresa**

Teresa shared an idea for ADK sisters to provide voluntary short term homestays to other sisters at minimal costs. This is based on a similar program run by another organization (PEO). There were some questions about how to set it up, as well as about any potential legal and insurance impacts. Teresa will gather more info and report back to the board.

## **20.0 P & P Update**

**Rosena**

### **20.1 Noel Leonard grants**

Rosena will rewrite the language in the P &Ps in the different sections related to the Noel Leonard grant, to reflect the increase in the grant to \$200. She will bring this back to the board in October for a second reading.

## **21.0 Possible Computer Training**

**Virginia**

Each EB member will be responsible for familiarizing themselves with the CA website as needed.

**Meeting recessed at 6:00 p.m on Aug. 7. Meeting reconvened at 9:08 a.m. on Aug. 8. All EB members and guest as listed at the top were in attendance.**

## **22.0 Payment of Bills**

**Ginny**

Ginny distributed reimbursement vouchers. These are available on the state website, in the section called Executive Board Resources. Original receipts or photocopies of the original must be submitted with the reimbursement form. Only EB board members are reimbursed. Virginia noted that we no longer provide liaison mileage. The reimbursement voucher can be found on the state website, under Executive Board resources.

**TERESA HEITMILLER OLEA MADE A MOTION TO PAY ALL THE BILLS AUTHORIZED BY THE EXECUTIVE BOARD. DEBBIE WALTZER SECONDED. MOTION PASSED.**

## **22.1 Reimbursement of Karen Kirby for \$149.99 for PCH**

**DEBBIE WALTZER MOVED THAT WE REIMBURSE KAREN KIRBY \$149.99 FOR THE COST OF PRINTING AND MAILING THE PRESIDENTS' COUNCIL HANDBOOK FOR THE 2024-26 BIENNIUM. ROSENA SECONDED. MOTION PASSED.**

## **22.2 Reimbursement for Leadership Retreat**

This EB meeting is treated as if it were a conference meeting in terms of reimbursement. Refer to P&P handbook, section C for specifics.

Rosena will correct and revise the P&P Handbook, Policy C: Finance/Expense - Per Diem (and other related sections) to reflect the current per-diem rate of \$35 per day. It will be brought back to the EB in the October meeting for a second reading.

## **22.3 Reimbursement for Regional Conference**

Five EB members attended the NW/SW Regional Conference in July. The decision had been made to treat all EB attendees equally in terms of how to share costs. The total amount allocated in the budget was \$7600. These officers will be reimbursed up to the budgeted amount.

## **23.0 Scholarship Update**

**Susan**

Susan asked that we remind Councils to watch for periodic email blasts from Karen Kirby re: available scholarships. In 2023-2024, CA sisters received scholarships in the amount of \$9900. Information about scholarships can be found on the state website, under Awards, Grants and Scholarships. (link attached at bottom of minutes).

Past state presidents meet once every two years - they are considered an advisory board to the Executive Board. They will be reviewing the P&P's related to their activities, including scheduling their meetings and designating that their altruistic funds go towards the state scholarship fund.



Susan will submit a proposal in the future for changes in P & P to reflect this desire.

## **24.0 Other New Business**

No new business was presented.

## **25.0 Announcements**

Virginia reminded the board that the expectation is that EB members attend all District conferences when at all possible.

- Northern Dist. Conf./CA Exec. Board meetings (Pleasant Hill): Oct. 4-6
- Valley Dist. Conf/CA Exec. Board meetings (Bakersfield): Nov. 1-3
- Marina Dist. Conf/CA Exec. Board meetings (TBA): Jan. 24-26, 2025
- Southern Dist. Conf/CA Exec. Board meetings (TBA): Mar 7-9, 2025
- International Convention 2025 - Austin, TX
- State Convention - May 1-3, 2026. Location TBD in Valley District
- Regional Conference - June 2026. Location TBD
- International Convention 2027 - Spokane, WA

## **25.0 Closing Thought**

**Debbie**

Debbie shared a closing thought with a focus on having a positive outlook.

## **26.0 Adjournment**

The meeting was adjourned at 11:06 a.m.

Submitted by Ann McCarty, CA ADK State Secretary

Attachments:

[Land Acknowledgment](#) (Agenda Item 2.1)

[THINK](#) (Agenda Item 4.1)

[ADK Vision, Purpose and Mission Statement](#) ( Agenda Item 4.2)

[Opening and Closing Thoughts](#) (Agenda Items 6.0 and 25.0)

[Draft Budget 2024-2026](#) (Agenda Item 10.4)

[July 2024 Membership Report](#) (Agenda Item 11.1)

[Alzheimer's Association Longest Day Fundraising Totals](#) (Agenda Item 12.3)

[Fraternity Education; Share the WHY](#) (Agenda Item 15.5)

[Scholarship Summary](#) (Agenda Item 23.0)