



California Alpha Delta Kappa

Executive Board Meeting Agenda

October 4-6, 2024

Homewood Suites, Pleasant Hill, CA

1.0 Call to Order

Virginia Riding, State President

The meeting was called to order at 2:15 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>

3.0 Land Acknowledgement

Rosena Kruley, SWR DEI Chair

We gratefully acknowledge the Native Peoples on whose ancestral homelands we gather, as well as the diverse and vibrant Native communities who make their home here today. Local native communities in East Bay are the Lisjan Ohlone tribes.

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 was approved as amended.

6.0 Opening Activity

Virginia

The Board each shared thoughts on the prompt "What is your favorite holiday and why?"

7.0 Opening Thought

Debbie Waltzer, State Chaplain

Debbie shared a poem called Find Happiness in Everything you Do by Susan Polis Shutz. See attachment below.

8.0 Approval of August 6-8, 2024 and September 24, 2024 Minutes

Ann

Aug meeting minutes approved with no objections.

Sept. meeting minutes approved with no objections.

Oct meeting minutes from the special Oct. 3, 2024 follow up meeting of the Sept. Board meeting were approved with no objections.

9.0 Correspondence

Ann

9.1 Letter from Rosalinda Goss

Virginia

Rosalinda from Delta chapter communicated with Diana in May 2024. The chapter has not held a meeting since Covid. Currently there are 4 members in the group who stay in touch socially. They are a struggling chapter, but have stated they would like some assistance. The chapter is 70 years old and is potentially recruiting new members. Teresa has reached out to Rosalinda several times recently, with no response. She may try reaching out to other members in the chapter.

9.2 Other

All

No other correspondence was presented.

10.0 Northern District Conference

Virginia

10.1 Review of Program

Rosena

Theme: Celebrating Diversity. Conference held at the Pleasant Hill Senior Center begins at 9:00 a.m. Members of the Executive Board will present business reports and be introduced. After lunch members of the Executive Board will present a skit about Fraternity Education. The meeting is followed by a "Meet and Greet" with the state Executive Board.

10.2 Review of Agenda/Procedures

Rosena reviewed the agenda prepared by Laura Courtney, Peralta Council President. The program will feature guest speaker Kathleen Caldwell, owner of Great Good Place for Books in Pleasant Hill will speak on the topic of Diversity in Fiction and Non-fiction Literature. She will sell books during lunch.

11.0 Treasurer's Report

Ginny Williamson, State Treasurer

11.1 Current Status of Accounts

Ginny distributed a banking summary from June through September, that shows money in and money out. It shows a negative balance because we have not yet received state dues. To cover this temporary shortfall, Ginny would like to transfer money from reserves until the dues are completely submitted. The plan is to reimburse the account at the end of December.

Ginny - Current balances in Wells Fargo accounts

Balance in checking as of Oct. 1 = \$1464

Balance in Scholarship = \$8991

Balance in Reserve account = \$46,080

*Federal law requires that we keep one year of operating expenses in reserve for emergency purposes.

Total Accounts = \$56,537

Investment Account - Noel Leonard

Only for first time attendees at Conventions and/or Council president or designee to attend a regional conference. Only interest on this account can be used for this purpose.

Other Accounts:

	<u>Current Balance</u>	<u>Distributions to Date</u>
Crisis Fund	\$9,276.63	\$7,149.25
CA Educators Helping Educators		
AΔK Foundation	\$2,796.21	
Donations from other states to help CA sisters in need		
District Mini-Grants	4 @ \$500.00	

State Altruistic Project

Camp Kesem

\$125.00

Ginny distributed a report of the current status of the budget as of Oct. 2024. The deficit in income is reflection of not having received state dues yet.

11.2 Cash Flow and e-Postcards Status

Ginny distributed a doc showing the status of all state chapters in regards to submitting their e-postcards. Most chapters have submitted both IRS and Franchise Tax Board. Diana Galvan or Ginny will file reports for four other chapters. There is one chapter in the state that has not submitted the e-postcard yet. Ginny will follow up with them (XI). Failure to submit them could threaten our tax exempt status for the state organization. The deadline to submit is Oct. 15.

We have 28 Sustaining members. Ginny is reaching out to those she has contact info asking them to submit their dues. There are 5 members for whom there is no contact info. They are treated as a “chapter” for IRS purposes.

11.3 Budget Revision Update

Ginny distributed a copy of the revised budget for 2024-26. The following changes were proposed:

Income:

Reduced Noel Leonard Investment Account for 2024 to reflect current policies and procedures.

Administration

Increase in Bookkeeping fees to reflect an increase in the amount charged.

Change Office Equipment/ Maintenance title to Technology / Website

Official Business:

Change all titles from Chairwoman to Chair to align with Policy and Procedures.

Added Reporting to the title of State Altruistic Chair northern and Southern.

Presidents' Biennium book - change to \$0 for year 1 of biennium and \$300 for year 2 of biennium.

TERESA MOVED TO ACCEPT ADOPTED BUDGET AS REVISED.

ROSENA SECONDED. MOTION CARRIED.

11.4 State Dues Update

Increase of \$5

11.5 Other Information

No new info

Meeting convened on Oct. 4 at 5:15 p.m.

Meeting reconvened on Oct. 5 at 2:50 p.m with all attendees present.

12.0 Reconvening Thought

Debbie shared a poem with the board. See attachment below.

Debbie

13.0 Evaluation of Northern District Conference

All

The Board reviewed the evaluation responses from the conference. We are looking for trends in the evaluations. Generally, they were very positive. It was noted that the speaker from Great Good Place for Books didn't address the issue of diversity as clearly as some attendees expected or wanted. There were some concerns about the timing of some of the board reports and whether they could be shortened or a time limit could be set for each presenter. The board discussed some ways to streamline some of the presentations during future conferences.

*See attachment below for transcription of conference feedback.

14.0 Membership Report

Teresa Heitmiller Olea, State VPM

Teresa submitted the following membership report. It was also shared at the northern district conference.

792 Active Members including **28** Sustaining,

59 Sisters working under contract,

42 Active Chapters including Sustaining (**Alpha Rho** has officially disbanded, but that chapter hasn't been removed yet, so it's actually 41)

Teresa also reminded us that the Chapter Needs Assessments are due on Oct. 15 and clarified what qualifies for a pearl:

Clarification of 7 Pearls:

1. Maintain Chapter Numbers,
2. Initiate or Reinstate,
3. Annual Chapter Highlights,
4. Attend Conferences/Conventions,
5. Chapter Needs Assessment,
6. Altruistic Report,
7. ITE Chapter Assessment

*See attachment below

14.1 Alpha Rho

The chapter has officially disbanded - the paperwork has been submitted. One sister is joining Alpha chapter.

14.2 Gamma Lambda/Shared Leadership Clarification

Virginia

They are a small chapter with 10 members, without a designated president. One sister currently serves as the main email contact and another one for treasurer duties. They have stated that they didn't think they needed to attend council meetings. It needs to be clarified with them that the expectation for shared leadership is that someone from their chapter will attend the council meeting - shared leadership does not equate with an abdication of fraternal responsibilities. The model's premise is to ensure that the leadership is shared among many members rather than a small number of sisters in a chapter doing all the work. Teresa will reach out to them to clarify and explain the expectations.

15.0 Unfinished Business

15.1 Chapter Officer Training

All

Many chapter officers are veterans in their positions. They may not need a lot of training. When reaching out to them as Executive Board officers, we may want to make sure they are aware of the training that exists, how to access it, how to contact the state officers, etc. It is up to each executive board officer to determine how best to communicate on an ongoing basis with the chapter officers, e.g, zoom, email, person to person contact, etc. and to make sure they have the needed information to complete their jobs.

Ginny as treasurer should reach out to chapter treasurers to let them know that chapter treasurers are now expected to pay their international dues via credit card or debit card. Training about this is on the toolbox in Connect.

15.2 World Understanding Project

Teresa

Teresa submitted an application for Days for Girls for consideration to the International World Understanding project. The project is still accepting applications. The final decision about which project will be recommended for funding by the World Understanding Project committee will be decided at some point before final approval takes place at the International convention in summer 2025.

15.3 ADK B&B Update

Teresa

Teresa shared some information about how the PEO Bed and Breakfast program works, as a potential model for how CA/ADK might structure a similar program. There are concerns about how the insurance would work for such a program. After discussion, while the Board liked the idea, it was agreed to table it at this time.

15.4 Other

No other business was presented.

16.0 New Business

16.1 Liaison Summaries from Council Meetings

All

Virginia appreciates that the liaisons have been submitting the reports. She will only share when there are concerns that are potentially impactful. There are a couple of issues that came up this fall.

- a. Inland Cities council has requested compensation from the state budget in the amount of \$500. This was the amount of a non-refundable deposit placed on a venue in Palm Springs for the Southern District Conference in March 2023. The conference location was changed when the board could not find accommodations in Palm Springs at that time that fit within the budgeted allotment for conference accommodations. The Board discussed and agreed to revisit this topic at another time in the future.
- b. Inland Cities Council is asking if the liaison reports can/should be posted online after each meeting. After discussion, the board is requesting more info from ICC about whether this is still an issue for them and which Council liaison report they want to view before we proceed any further.

16.2 Board Items to Sell at Conferences

All

Traditionally, the board sells items at Conferences and conventions as a fundraiser for the scholarship fund. Items which have been sold in the past include

- Badge backers - We have a stock of 75 of them which will need to have pins or magnets attached. Teresa agreed to do that.
- ADK stickers - we will request more from Sherry Johnston.
- Thick plastic Bookmarks - we will sell the remainder.

Other possibilities include ADK shirts. Virginia would like to investigate the options for tshirts. Ann and Teresa will gather some info about custom order shirts and report back to the board.

16.3 Email Protocol

Virginia

Virginia distributed a document detailing protocol for formal emails between board members, chapter chairs and members.

16.4 International Convention Booster

Teresa

As a way of encouraging attendance at the International Convention in Austin in July 2025, Teresa would like to write an article for the President's Newsletter with ideas about how to save money to help pay for the convention.

16.5 World Understanding/Diversity on Website

Virginia

Currently World Understanding/Diversity is listed as one link on the state website. Webmaster Karen Kirby is suggesting we separate those into two separate links. Board approved.

16.6 Policy and Procedures Update

Rosena Kruley, IPP

Rosena presented the first reading of two for proposed changes to specific parts of the Policy and Procedures. Some changes are proposed in order to align us with International Bylaws, some to update out of date material and some reflect suggestions that came from board members.

Proposed Changes First Reading: (Rosena has the actual proposed language changes)

- a. Section A Organizational Structure: Policy and Procedures (p. 12)
- b. Section A Organizational Structure: Council-Chapter Alignment (p. 16/17)
- c. Section A Organizational Structure: Membership Categories (p. 18)
- d. Section A Organizational Structure: Dues from Initiates (p. 20)
- e. Section A Organizational Structure: State Dues (p. 21)
- f. Section A Organizational Structure: Late Dues Fee (p. 22)
- g. Section A Organizational Structure: State Life Membership (p. 24)
- h. Section A Organizational Structure: Past State Presidents' Advisory Council (p. 25)
- i. Section B Executive Board: State Standing Committee Chairs (p. 28)
- j. Section B Executive Board: Immediate Past President Elected to International (p. 30)
- k. Section B: Special Board Meetings (p. 34)
- l. Section B Executive Board: Executive Board Training (p. 35)
- m. Section B: State Officers (p.36)
- n. Section B: Standing Committee and State Convention Chairs (p. 37)
- o. Section B Executive Board: Liaisons to Chapter President's Council (p. 38)
- p. Section B California Website (p. 41)

Document edits approved by the Board

- a. Section B Executive Board: Manual: State Officers (p. 29)

16.7 Proceedings of Convention

Rosena

Rosena distributed the Proceedings of Convention from the State Convention in April 2024. It is the history of what happened at the convention. The Executive board will be reviewing the reports for consideration of any recommendations made in the report. Please bring it to future Board meetings.

Any member who requested a copy during registration at the State Convention has received their copy. The cost at that time was \$12. Rosena suggested the Board increase the cost for member distribution to reflect the actual cost for printing in the future. A decision on the amount was deferred.

16.7.1 Reimbursement of printing expenses

Cost for printing 10 copies was \$395.58

LINDA MOVED THAT WE REIMBURSE ROSENA \$395.58 FOR PRINTING COST FOR THE PROCEEDINGS OF CONVENTION. TERESA SECONDED. MOTION PASSED.

16.8 Valley District Conference

Virginia

Will be held in Bakersfield on November 2, 2024. Board members were encouraged to carpool or look at train travel as an option. Theme is “Celebrating Sisterhood”.

16.9 Southern District Conference Update

Virginia

Members of the Executive Board and one representative each from the San Diego and Inland Cities Councils met recently to resolve issues about hosting of the March 2025 Southern District Conference. It was agreed that the Board would plan and sponsor a “no-host” event in Temecula in lieu of the councils putting on a formal conference. The Board will present reports as appropriate and food will be no-host. The focus will be on socializing and fraternity. The two councils will decide on the rotating schedule for all upcoming in-person conferences, beginning in Spring of 2027.

Teresa is investigating a venue option in Temecula owned by a friend of hers. It appears it may meet our needs for a meeting place in the morning, with AV equipment and projection devices provided. Food will be a no-host food truck.

Meeting convened at 6:40 p.m. on Oct. 5. Meeting reconvened at 9:45 a.m. on Oct. 6 with all the attendees present.

16.10 Review and Pay Bills

Ginny

Ginny distributed the bills and the Board reviewed them.

TERESA MOVED TO ACCEPT THE BILLS AS PRESENTED. ROSENA SECONDED. MOTION CARRIED.

16.11 Other

Teresa reminded the Board that previously requested information about pearls is on the International website.

17.0 Announcements/Upcoming Dates

- Valley District Conference (Bakersfield): November 1-3, 2024
- Marina District Conference (Thousand Oaks): January 24-26, 2025
- Southern District Conference (Temecula): March 7-9, 2025
- International Convention (Austin, TX): July 10-13, 2025
- State Convention (Fresno Area): May 1-3, 2026

18.0 Closing Thought

Debbie

Debbie shared a closing thought related to friendship.

19.0 Adjournment

Meeting adjourned at 12:00 p.m.

Minutes Attachments:

[Chaplain Opening Thoughts](#)

[Chaplain Closing Thoughts](#)

[Membership Report 2024](#)

[Adopted Budget 2024-25](#)

[Email protocol](#)

[Fall 2024 Northern District Conference feedback](#)

[Diverse Book Recommendations from Northern District conference](#)

Submitted by: Ann McCarty, State Recording Secretary