



California Alpha Delta Kappa

Valley District Conference
November 1-3, 2024
Fairfield Inn, Bakersfield, California

1.0 Call to Order

Virginia Riding, State Pres.

Meeting called to order on Friday, Nov. 1 at 2:50 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>

3.0 Land Acknowledgment

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 the San Joaquin Valley are the Yokut tribe. Yokut means “people”. It is believed that the Yokuts belonged to the first groups that settled in California. In 1921, 40 people were moved to the Santa Rosa Rancheria near Lemoore, CA, The residents lived in poverty and were poorly educated. In 1988 Indian Gaming Regulatory Act (IGRA) was approved by Congress. This has improved the standard of living with improved housing and education of the Yokut tribe with the establishment of the Tachi Casino.

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 with the board
- T** Trust ambiguity - don't debate who is right or wrong

5.0 Approval of Agenda

All

The agenda was approved as amended.

6.0 Opening Activity

Virginia

Virginia distributed cards from a deck called Story Stitch, which contains conversation starters. The topic was "One thing we appreciate about ourselves and why". Each board member shared something personal about a good quality in themselves.

7.0 Opening Thought

Debbie Waltzer, State Chaplain

Debbie shared a thought related to positivity.

8.0 Approval of Oct. 4-6, 2024 Minutes

Ann

Approved as amended.

9.0 Correspondence

Ann

Virginia received a note from Laura Courteny, Peralta Council president/ chair of the Northern District conference. She thanked the board for supporting the conference. She is concerned that they may lose money on the conference. She suggested that in the future it might be beneficial for multiple councils to help put on the conference.

Rosena shared about how the Sierra and Delta councils share the responsibility of planning a conference. We also discussed the ongoing feasibility of biennial conferences because of the financial impact and declining membership. This is a setup that is unique to California. This topic will be revisited in the future.

10.0 Treasurer's Report

Ginny Williamson, State Treas.

10.1 Current Status of Accounts

Ginny has transferred \$15,000 from the Reserve Account to the checking account to cover any anticipated expenses through December. This money will be redeposited to the Reserve Account by the end of December when dues have been received.

10.2 Status of Cash Flow and e-Postcard Filings

Ginny distributed a summary of money in and money out through Oct. 30, 2024. She also distributed a summary of the money in and money out as related to the amount budgeted. *See attachments at bottom of minutes.

Ginny distributed a print out of the slides that she will share at the upcoming Valley District Conference. They contain the following information:

Balances as of October 1, 2024:

<u>Bank Accounts</u>	
Wells Fargo Bank	
WF Checking	\$1,464.10
WF Scholarship	\$ 8,991.29
*WF Reserve	<u>\$46,080.14</u>
TOTAL Bank Accounts	\$56,537.46
 <u>Investment Account</u>	
* Noel Leonard Account	\$ 72,490.60
 <u>OVERALL TOTAL</u>	 \$129,028.06

Other Important Information as of October 1, 2024

	<u>Balances:</u>	<u>Distributed to date:</u>
CA Crisis Fund	\$9,276.63	\$7,149.25
CA Educators Helping Educators		
AAK 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 summary of which chapters have submitted their e-postcard filings. Three chapters have not yet submitted a copy of the e-postcard filing to Ginny. Two of the chapters (Alpha Phi and Alpha Iota) have reported orally to her that the forms have been submitted to International. It was suggested that Ginny fill out the form for the one remaining chapter (Delta).

10.3 State Dues Update

Karen Kirby has informed the board that the information on the state website about paying state and international dues will be moved from the Membership tab to the Treasurer tab. Ginny

distributed a draft of the description she wrote for how to pay those dues for the website. The Board approved the wording as presented.

10.4 Other

Ginny reported that she has submitted the quarterly reports to the accounting firm. No issues were noted at this time.

11.0 Valley District Conference

Virginia

11.1 Review of Program/Agenda

The theme is “Commitment to Sisterhood and Community” beginning at 10:00 a.m at Riverlakes Golf Course. The format will be similar to what we have done in the past. The formal presentations from the Board will be before lunch.

11.2 Sales

Teresa has prepared more badge backers that will be for sale at the conference, at \$5 each. She will set up for sales at the registration table.

RECESS until Saturday at 3:00 PM

12.0 Reconvening Thought

Debbie

Debbie shared a thought related to positivity and humor.

13.0 Valley District Conference Evaluation

All

The board reviewed the results of the 19 returned evaluations from the Valley District conference. In general the comments from the conference were very positive, especially in regards to the board portion of the program. Overall, the attendees rated the conference very highly. The main motivations to attend were social and training and all indicated their expectations for the conference were met.

14.0 Membership Report

Teresa Heitmiller Olea, State VP for Member

14.1 Member Statistics

Current membership stats:

Chapters	42
Members	792 *28 sustaining
Limited	42
Life	3

Life Tenure	6
Honorary	4
Reinstated	4
New to Omega	5
Sisters working under contract	59

Teresa has made many attempts to reach Rosalinda Goss, Delta Chapter, Marina District, who had previously requested help from Teresa with concerns about the viability of her very small chapter of 4 sisters. So far she has not heard back from Rosalina.

14.2 Chapter Needs Assessment Update

All but one chapter have sent in their Chapter Needs Assessment. Several items of feedback were commonly communicated: Request a reduction of paperwork, Increase the meaningfulness of the CNA report; Make the completion of the jot form online more user friendly.

15.0 Unfinished Business

15.1 Board Sales: Shirts , etc.

Teresa, Ann

Teresa suggested that we might want to produce a CA specific t-shirt for sisters who are attending the International Convention in Austin to purchase. Teresa will be promoting this via emails to all CA sisters - this will not be a fundraiser.

The board is considering commissioning shirts with an ADK logo to sell at future conferences and conventions. There was discussion about style, color and decorations. Linda will gather more information and the board will discuss again at a future meeting.

We also discussed other options for items to sell at upcoming conferences and conventions, including bracelets. We agreed to purchase some bracelets to sell at the Marina District conference. Linda also volunteered to make bracelets with ADK letter beads.

15.2 Southern District Gathering Update

Teresa

Teresa has secured Chubby Cheeks in Temecula at no charge as a venue for our Executive Board hosted conference on March 8 from 10 - 12:30. Audiovisual equipment will be available at the venue. The venue produces mead and will arrange for a food truck for a no-host lunch prior to 1:00, when the venue opens to the public. Teresa will request that the Southern District leadership send out the flyer soon so that we can start to get a number for the food truck. Further details about the format of the meeting will be firmed up at our meeting in January.

15.3 Tally of Northern Dist. Conference Evaluations

Susan Raffo, PSP

The board reviewed a summary of the evaluations compiled by Susan from the Northern District conference held in October, 2024. The results indicate a high degree of satisfaction with the location, fraternity education, meal and overall. Sisters indicated a number of reasons for attending, including connecting/socializing with sisters, learning more about ADK and representing their chapter.

15.4 Policy and Procedures

Rosena Kruley, IPP

Section A: Rosena presented the following sections for a **second** reading:

- 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)

TERESA MOVED THAT WE APPROVE THE ABOVE CHANGES TO SECTION A OF THE POLICY AND PROCEDURES. LINDA SECONDED. MOTION CARRIED.

Section B: Rosena presented the following sections for a **second** reading.

- a. Section B: State Standing Committee Chairs (p. 28)
- b. Section B: Immediate Past President Elected to International (p. 30)
- c. Section B: Special Board Meetings (p. 34)
- d. Section B Executive Board: Executive Board Leadership Training (p. 35)
- e. Section B: State Officers (p.36)
- f. Section B: Standing Committee and State Convention Chairs (p. 37)
- g. Section B Executive Board: Liaisons to Chapter President's Council (p. 38)
- h. Section B California Website (p. 41)

DEBBIE MOVED THAT WE APPROVE THE ABOVE CHANGES TO SECTION B OF THE POLICY AND PROCEDURES. GINNY SECONDED. MOTION CARRIED.

Section B: State Executive Board: Rosena presented changes to the following sections for a **first** Reading:

- a. State Executive Board: President's Newsletter
- b. State Executive Board: Review of Recommendations Following State Convention (p. 42)
- c. State Executive Board: State President's Gavel (p. 43)

Section C: Finance Income: Rosena presented changes to the following sections for a **first** Reading:

- a. Finance/Income: State Income (p. 45)
- b. Finance/Income: Financial Accounts (p. 48)
- c. Finance/Income: Investments (p. 50)

Section C Finance/Expenses: Rosena presented changes to the following sections for a First Reading:

- a. Finance/Expenses:: Budgeted Expenditures (p. 53)
- b. Finance/Expenses:: State Credit Card (p. 55)
- c. Finance/Expenses:: Per Diem (p. 58)
- d. Finance/Expenses:: Standing Committee Chair Expenses (p. 60)
- e. Finance/Expenses:: Liaison to Councils (p. 61)
- f. Finance/Expenses:: Gift Participation (p. 68)

Document edits/realignments approved by the Board:

- a. Section B Executive Board: Vacancies on the Executive Board (p. 31)
- b. Section C: Treasurer's Bond (p. 56)
- c. Section C: Executive Board Leadership Training (p. 59)

Meeting recessed at 5:45 p.m. on Saturday, Nov. 2

Meeting reconvened at 8:30 a.m. on Sunday, Nov. 3

15.5 Proceedings of Convention

Rosena

Rosena introduced the Proceedings of Convention from her Convention in San Jose in April 2024 and walked the Board through the formatting of the proceedings. The Board reviewed the reports and recommendations from the State Executive Board, section 4.0.

Section 4.0 Reports

Report of State President: The Board agreed to the following change in recommendation 1 to read as: (underlined text was added)

Maintain critical documents used every 2 years at the State convention in MS Word and/or Google Docs, as well as in pdf form.

The rest of Recommendation 1 was unchanged.

Recommendation 2 was accepted to form a Standing Committee reporting to the Executive Board on Diversity, Equity and Inclusion. Rosena will lead this effort.

Report of President-Elect: The Board agreed to the following change in Recommendation 4 to read as follows: (underlined text was added)

The President-Elect will lead a virtual President's Council handbook training at the beginning of the new biennium. The purpose is to familiarize the Council Presidents with the handbook.

The remaining Recommendations were accepted as written.

Report of State Immediate Past President:

Recommendation 4: The Board agreed to the following change to read as follows: (underlined text was added)

As needed, collectively update and parallel the State Job Descriptions to match the latest International Job Descriptions.

The rest of recommendation 4 was unchanged. The remaining Recommendations were accepted as written.

Report of Vice President for Membership: All the recommendations were accepted as written.

Report of State Treasurer:

Recommendation 1: The Board agreed to the following change to read as follows: (underlined text was added)

Continue to use an electronic online finance program to track and reconcile income and expenses for CA ADK.

Recommendation 2: The Board agreed to the following change to read as follows: (underlined text was added)

Provide in-depth training to the incoming state treasurer including use of Quicken or other electronic online finance program.

Report of State Recording Secretary: All the recommendations were accepted as written.

Report of State Historian: No recommendations were made in the written report. At this meeting, Debbie made the following recommendation and the Board approved:

1. Have the chapter historian's send the photos from each chapter via email as well as a completed Shutterfly page.
2. Share with the chapter historian's that they are to submit photos for two pages - one page for each year of the biennium.
3. Encourage chapter historian's to submit photos at the completion of each year in the biennium, rather than waiting until the end of the biennium to submit all photos.

Report of State Sergeant at Arms: No recommendations were made in the written report. Debbie will consider if she has any recommendations to add after having completed the tasks of Sgt at Arms at the convention.

Report of State Chaplain: All the recommendations were accepted as written.

Report of State Scholarship Chair 5.0:

16.0 New Business

16.1 Goals for 2024-2026 Biennium

Virginia

Virginia will create goals as the state president for the state - due on Nov. 15 to International. She will share those with the Board in January or possibly earlier via email.

16.2 Council Liaison Reports

Virginia

Nothing of concern for the board was noted in the fall liaison reports.

16.3 Marina District Conference

Susan

The Conference will be held in Thousand Oaks on January 25, at the Palm Garden Hotel, which is the same hotel where the board will be staying.

16.3.1 Meeting Room Expense

Virginia

The council president has requested that we share the cost of the conference meeting room/ Executive Board meeting room fee for the conference. The cost to the board would be \$200.

DEBBIE MOVED THAT THE BOARD APPROVE SHARING THE COST OF THE MEETING ROOM FOR THE 2025 MARINA DISTRICT CONFERENCE WITH THE CHANNEL ISLAND COUNCIL, FOR A TOTAL EXPENDITURE FROM THE STATE BUDGET OF \$200. ROSENA SECONDED. MOTION CARRIED.

16.4 International Bylaws Email

Virginia

There is continued discussion at the International level about whether future voting at the convention should be exclusively in person or online. This would require a change in the bylaws. There may be a motion presented at the International convention in Austin to return to in person voting only. Virginia cautioned the board to be careful when discussing this with others, as emotions are high for some on the topic. As Board members we want to promote positivity.

Meeting recessed on Friday, Nov. 1 at 6:00 p.m.

16.5 Payment of Bills

Ginny

Ginny distributed reimbursement forms for this Executive Board meeting and conference expenses and the Board reviewed.

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

16.6 Other New Business

- a. State Newsletter - Teresa and Ann will work with Virginia to come up with a format that works for her for writing and distributing a newsletter. Her intent is for shorter but more frequent communications than in past bienniums.

25.0 Announcements

- **Marina Dist. Conference (Thousand Oaks): Jan. 24-26, 2025**
- **Southern Dist. Gathering (Temecula): Mar 7-9, 2025**
- **International Convention (Austin): July 10-13, 2025** -Board members are reimbursed for travel expenses and hotel rooms. Meals are paid individually.
- **State Convention (Fresno Area): May 1-3, 2026**

26.0 Parking Lot issues

The Board agreed to further discussion about the ongoing structure for District conferences, including number of conferences; purpose/intended outcomes; frequency; costs, format, etc.

25.0 Closing Thought

Debbie

Debbie shared thoughts related to sharing smiles and friendship.

26.0 Adjournment

Meeting was adjourned at 10:35 a.m.

Submitted by State Secretary, Ann McCarty

Approved 1/24/2025