



# California Alpha Delta Kappa

## Executive Board Meeting Minutes January 24-26, 2025

Palm Garden Hotel, Thousand Oaks California

### 1.0 Call to Order

**Virginia Riding, State President**

Meeting called to order at 2:30 p.m. on Friday, Jan. 24, 2025

### 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> <i>Chaplain</i>
	Debbie Waltzer	<i>Iota</i>
Interim President Elect	Susan Raffo	<i>Beta Rho</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 Thousand Oaks area are the Chumash tribes, whose native lands extended along the coast from current day Malibu to San Luis Obispo, including the Channel Islands, and to the western edge of the Central Valley. They were skilled maritimers and were known for their beautiful baskets and rock art. They were heavily impacted by the arrival of the Spaniards and many were victims of illnesses brought by the settlers, especially measles. They are estimated to have declined in population from 25,000 pre-colonization to 10,000 in 1820. Modern day Chumash Indians can be found all over California. There is a Chumash Indian museum near Thousand Oaks.

#### **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**

Agenda was approved as amended.

#### **6.0 Opening Activity**

**Virginia**

Share something fun we have experienced since our last gathering in November. Everyone shared about a recent notable event in their life.

#### **7.0 Opening Thought**

**Debbie Waltzer, State Chaplain**

Debbie shared a positive message about living in the moment.

#### **8.0 Approval of Nov. 1-3, 2024 and January 11, 2025 Minutes**

**Ann**

Minutes were approved for both meetings.

#### **9.0 Correspondence**

**All**

Teresa has made repeated attempts to reach Rosie Goss from Delta in Orange County. She had reached out to Diana Galvan, past state treasurer and president, in May 2024 in regards to the membership decline in her chapter. They are down to 4 members, have not met since pre-covid, and have not paid dues yet for 2025. Rosie has not responded to any of Teresa's efforts to contact her.

All members of the EB received a handwritten invitation to the Marina District conference. The personal touch was appreciated.

#### **10.0 Treasurer's Report**

**Ginny Williamson, State Treasurer**

##### **10.1 Current Status of Accounts**

Ginny recently moved \$15,000 back into reserves from checking. This had been moved earlier in the fall of 2024 in order to cover any potential budget shortfall until dues had been received. Most dues have been received and our budget is in solid shape.

There seem to be some discrepancies between the adopted budget and the monthly printout of the budget that Ginny distributed. This may be an issue related to Quicken and how items are coded in the application. Ginny will investigate and report back to the board.

## 10.2 Status of C-1 Filings

Pam Collins from Int'l headquarters is handling all the C-1 filings. Many CA chapter treasurers had not submitted the necessary form in 2024, likely due to poor wording of the form. Ginny contacted each of those chapter treasurers who had not submitted in 2024 to encourage them to submit. As of 12/5/2024, nine CA chapters had still not submitted. Pam has assured us that the wording will be clarified for 2025.

## 10.3 State Dues Update

Dues have been received from most of the state chapters. Ginny has reached out to those four chapters who have not yet paid to remind them that fines will be assessed at both the state and international level for dues not postmarked by Jan. 31, 2025.

Sustaining members send in their dues directly to Ginny rather than through a chapter treasurer. Dues have been received from most of them. Ginny is following up with those who have not paid. Members who do not pay **by March 1** are dropped from Alpha Delta Kappa.

## 10.4 Other

No other items were brought up for discussion.

## 11.0 Marina District Conference

**Virginia**

### 11.1 Review of Program/Agenda

**Virginia**

The theme is Guiding Diversity. The format will be similar to what we have done at previous district conferences.

### 11.2 Sales

**Teresa**

Teresa will be selling mugs, bracelets and badge backers to benefit the state scholarship fund.

### 11.3 Other

No other items were brought up for discussion.

## 12.0 Membership Report **Teresa Heitmiller Olea, State VP for Membership**

Teresa distributed her January membership report. Our statewide membership is increasing slowly, despite ten sisters joining the Omega chapter in 2024. She highlighted the **Educators are Heroes** campaign sponsored by International. This provides grants to local chapters to help pay for a non-meeting event to welcome prospective new members. Chapter presidents and membership chairs were informed of this by Teresa. The deadline to apply was Jan. 22, 2025. There is another initiative called **Building Bridges**, which is a similar program for chapters who participated last year in Educators are Heroes and want to continue the outreach.

Teresa led a brief discussion about how to use altruism as an entry for chapters to encourage/recruit new members. The challenge is how to honor long term members, some of whom may be less inclined to participate in events while incorporating new members into a long standing chapter. Teresa will be exploring this topic more in the future.

Virginia shared about a book she is reading called Membershift, where the author recommends finding the “why” people join a group. Another important piece is to set up situations where old and new members get to know each other in order to foster connections.

### **12.1 Member Statistics**

Current numbers:

Active: 794, including sustaining

Under Contract: 63 (an increase from 56 last year)

Omega: 10

Chapters: 41

Reinstated: 6

### **12.2 Chapter Needs Assessment Update**

Teresa reminded us that it is beneficial to chapters to revisit their chapter goals periodically every few months.

### **13.0 Unfinished Business**

#### **13.1 Board Sales: Shirts, mugs, etc.**

**Teresa, Ann, Linda**

Teresa has researched a website where CA sisters can order shirts to wear at the International conference in Austin. She will have more information to share in March.

Linda has been researching shirts to use as a Board fundraiser - it would be purple with an ADK logo on it. She has found one they may meet her parameters and will order some shirts to verify feasibility.

### **13.2 Note from Laura Courtney (District Conference Study) Virginia**

Laura had previously asked the board to evaluate how we run the district conferences in regards to their impact on the councils that are planning and organizing the conference. There have been changes made to the conference schedule at the state level (in person one year/online the second year). It was suggested that Virginia reach out to Laura to inform or remind her of this change.

The upcoming Southern District meeting will feature a different format than previous conferences. It may serve as a model for councils to explore different ways to conduct conferences in the future.

**Meeting recessed at 5:50 p.m. on Friday, Jan. 24  
RECESS until Saturday at 2:04 PM**

#### 14.0 Reconvening Thought

Debbie

Debbie shared a thought about friendship.

#### 15.0 Marina District Conference Evaluation

All

The board briefly reviewed the written evaluations from the morning Marina District conference. There was some negative feedback about the food and the location (a long distance for some), along with the AV equipment. There were positive comments about the speaker from Guide Dogs for the Blind and the board presentations. In general, attendees seemed to appreciate the content and the vibe at the meeting. Susan took the evaluations home and tallied the results, which were shared with Barbara Murray, the host council (Channel Islands) president.

Additionally, the verbal feedback given to some board members was very positive. Virginia shared that she felt that the Board's positive and approachable attitude was helpful in engaging with sisters.

Teresa received \$137 from sales of items at the conference. This will go towards the state scholarship fund.

#### 15.3 Policy and Procedures

Rosena Kruley, IPP

Rosena reported that she is maintaining a master copy of the original language of the Policies and Procedures, along with all the proposed changes presented to the board during this biennium. Any member may request a copy from her if wanted or needed. The minutes of the meetings at which these changes are discussed will reflect the sections where changes were made, not the exact language. Each proposed change has two readings with the Board before being adopted. The page numbers listed below are the current paging and may change in the future when the Table of Contents is revised as well.

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

- a. State Executive Board: President's Newsletter (p. 40)
- b. State Executive Board: Review of Recommendations following State Convention (p. 42)
- c. State Executive Board: State President's Gavel (p. 43)

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

- a. Finance/Income: State Income (p. 45)
- b. Finance/Income: State Dues (p. 46)
- c. Finance/Income: Financial Accounts (p. 48)
- d. Finance/Income: Investments (p. 50)
- e. Finance/Expense: Budgeted Expenditures (p.53)
- f. Finance/Expense: State Credit Card (p. 54)
- g. Finance/Expense: Treasurer's Bond (p. 55)
- h. Finance/Expense: Per Diem (p. 57)
- i. Finance/Expense: Executive Board Leadership Training (p. 58)
- j. Finance/Expense: Standing Committee Chair Expenses (p. 59)
- k. Finance/Expense: Liaison to Councils (p. 60)

- l. Finance/Expense: Gift Participation (p. 67)
- m. Finance/Expense: Eleanor Bendell State Scholarship (p.75)
- n. Finance/Expense: Hospitality (p. 84)

Note: After review and discussion, the board agreed to table changes to Section C Finance/Income: Collection of State Dues from Initiates: The Policy & Procedure committee will review the language and return to the board with suggestions for revisions which will reflect our discussion.

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

- a. Regional Conference: Gift Participation (p. 155)
- b. Regional Conference: Hospitality Suite (p. 156)
- c. Regional Conference: Hospitality Event (p. 157)
- d. Regional Conference: Chapter Sales (p. 161)

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

- a. International Convention: State Board Participation (p. 164)
- b. International Convention: International Convention Reimbursement /Executive Board (p. 165)
- c. International Convention: International Convention Reimbursement /Additional Officers (p.167)
- d. International Convention: Gift Participation (delete this section)
- e. International Convention: Hospitality Event (p. 170)
- f. International Convention: Hospitality Suite (p. 171)
- g. International Convention: Chapter Sales (p. 172)

**TERESA MOVED THAT WE APPROVE THE CHANGES TO ALL OF THE ABOVE SECTIONS (B, C, H, J) IN THE POLICY AND PROCEDURES. GINNY SECONDED. MOTION CARRIED.**

Rosena presented the following sections for a **first** reading:

- a. Section C: Finance/Expense: Review of Noel Leonard Leadership Account (p. 69)
- b. Section D: Scholarships, Grants, Awards: Eleanor Bendell State Scholarship (p. 91)
- c. Section D: Scholarships, Grants, Awards: Eleanor Bendell State Scholarship/ Account Status (p. 92)
- d. Section D: Scholarships, Grants, Awards: Eleanor Bendell State Scholarship/ Application Status (p. 94)

#### **15.4 Proceedings of Convention**

**Rosena**

This will be conducted online in the near future.

#### **15.5 Creation of DEI Standing Committee**

**Rosena**

Tabled until March 2025 Executive Board meeting.

### **15.6 State Needs Assessment Goals**

**Virginia**

Virginia shared a handout listing the goals that she developed from input received while preparing the State Needs Assessment. We will discuss it further at an upcoming zoom meeting.

### **15.7 Other Unfinished Business**

No other business was presented.

## **16.0 New Business**

### **16.1 State Scholarship Committee Update**

**Susan Raffo, SSC Chair**

Susan shared a report listing the names of the three sisters who received District mini-grants in the fall of 2024 (Rita Pritchard -Beta Eta; Teresa Thompson - Beta Rho; Jeanne McCann - Beta Rho). She shared that one recipient had written an application on behalf of the chapter to support one of their chapter altruistic projects. This might be an idea for other applicants in the future.

Susan shared a draft for a revised District mini-grant evaluation rubric. It mirrors the format used at the International level. She also previewed the draft of an online application for the mini-grants. The State Scholarship Committee is also intending to create an online application form for the Eleanor Bendell state scholarship.

The State Scholarship committee is recommending that the Executive Board study the feasibility of expanding the use of the Noel Leonard Grant (monies in the Noel Leonard Investment Account) to allow for future funding of the CA District mini-grants and the Eleanor Bendell State Scholarship. Currently, this money is held in the ADK Foundation/Noel Leonard Investment Account and only the interest from the account may be used and only for first time attendance at state convention and council leadership attendance at a regional conference. Making this change could potentially free up funds currently allocated for scholarships, awards and grants from the state adopted budget for other purposes. The Board agreed to study this further and as an interim step, directed Ginny to submit the \$1500 recently allocated to District mini-grants for reimbursement from the ADK Foundation/ Noel Leonard Investment Account.

### **16.2 Council Liaison Reports**

**Virginia**

Topics of concern were discussed and resolved - reflected in agenda item 13.2.

**Meeting Recessed at 6:00 p.m. on Sat. Jan. 25**

**Meeting Reconvened at 8:40 a.m. on Sun. Jan. 26**

### **16.3 Southern District Gathering**

**Virginia**

This is technically not a conference, as no council in the Southern District stepped up to host a conference this time. The Executive Board is facilitating a no-host meet and greet

in Temecula on March 8, 2025 from 10-12:30. The Board wants to make it clear that we are not hosting a District conference in March, rather we are facilitating this get-together of the sisters of the Southern District. We are also using this event as an opportunity to explore possible different formats for future conferences hosted by the Councils.

The Southern District chapters have established a new rotation for hosting of future conferences. Virginia expressed thanks to Debbie Waltzer, liaison for the Southern District, for working closely with them to help re-establish this workable rotation for upcoming District conferences.

The board discussed and developed an outline and schedule for the day.

#### **16.4 International Convention**

**Virginia**

Will be discussed via zoom on Jan. 29.

#### **16.5 Payment of Bills**

**Ginny**

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

*Note: Board approval of the expenses was made via a motion made at a follow up zoom Executive Board meeting on Jan. 29.*

#### **16.6 Other New Business**

Susan Raffo, former CA state president, has been filling the role of President elect since summer of 2024, as no other sister has stepped forward to take on that job. She has been doing this job in an exemplary manner and her service to the board has been invaluable. She has not received any stipends for her work this biennium. After discussion the following motion was made, discussed and voted on:

**DEBBIE MOVED THAT WE DESIGNATE SUSAN RAFFO AS THE INTERIM PRESIDENT ELECT AND REIMBURSE HER EXPENSES RETROACTIVELY AND PROACTIVELY AS A FULL BOARD MEMBER, FOR AS LONG AS SHE SERVES IN THIS ROLE. ROSENA SECONDED. MOTION CARRIED.**

#### **17.0 Announcements**

- International and State dues due-Jan. 31, 2025
- Regional Professional Development Scholarship deadline-Jan. 31, 2025
- Agnes Robertson Global Outreach Scholarship deadline-Feb. 15, 2025
- Fine Arts Grant deadline-Feb. 15, 2025
- International Convention Registration opens-first week of March
- Southern Dist. Gathering (Temecula)- Mar. 7-9, 2025
- Kappan submissions deadline-April 1, 2025
- Regional Spring Mini-Scholarship deadline-Apr. 15, 2025
- Automatic Suspension for Non-Payment of Dues-May 1, 2025



- International Convention (Austin): July 10-13, 2025
- State Convention (Fresno Area): May 1-3, 2026

### **18.0 Closing Thought**

**Debbie**

Debbie shared a thought that the best part of life's journey is who you get to share it with.

### **19.0 Adjournment**

Meeting adjourned at 10:45 a.m. on Sunday, Jan. 26, 2025.

### **Follow ups:**

Follow up zoom meeting on Wednesday, Jan. 29 to discuss:

- a. Proceedings of convention
- b. Review Virginia's state goals
- c. International Convention

Follow up zoom meeting on Feb. 26 at 4:00 to finalize plans for the Southern District gathering.

*Submitted by Ann McCarty, ADK CA State Secretary*