**Call to Order Traci Malloy, President**

 **Opening Meditation Teri Simmons, Chaplain**

**Adoption of Agenda**

* Adjustments were made to the agenda
* Motion to adopt agenda with proposed changes was accepted by unanimous consent.

**Minutes Angelia Elgin, Recording Secretary**

* Minutes for February 13, 2023, Executive Board meeting were posted in the members only section of the chapter’s website for advanced review.
* Minutes were approved and filed for audit.

 **Correspondence Corlice Mims, Corresponding Secretary**

* Mail from January Souvenir Booklet from the Regional Conference from Soror Brown
* Amegy Bank Statement.

**Report of Officers**

Δ  **President Traci Malloy, President**

From the Regional Director:

* Important Dates:
* 2/17-19 TX State Meeting
* 3/14-17 Delta Days at the UN
* 3/24-28 Delta Days at the Nation’s Capital
* 4/17/23 Red & White Day ( Deltas at the State Capital)
* March-Sisterhood Month see the calendar from the SWR
* 6/30/23 Deadline to pay local dues to remain financial
* Regional Director has requested our appearance at local school board meetings to really make an impact and change what’s going on within our school districts. Fortunately, the Katy Chapter has already been on top of that. Our chapter has been going to our school board meetings. But our Regional Director is requesting we get in and try and see where we can work as mentors and with school age children in terms of helping them to learn to read better. She has got a couple of focuses that we will hear more about during the state meeting.
* The state meeting is coming up this weekend if you can still register for the meeting. The host hotel is full but there are rooms available at local hotels in the area. If someone needs to transfer a registration because they are unable to attend, the transfer must be done by the February 15th.

From the President

* There is still time to attend the TX State Meeting 2/17-19/23 in the Woodlands. If anyone has a change of plans and needs to transfer their registration, please let me know. Currently, we have 15 registered.
* We started the strategic planning process with an initial meeting looking at what is working well and what we can do better to form the basis of where we begin to build our plan. We had to reschedule our Strategic Planning DID and are awaiting a new date from the facilitators.
* We will have our Songs of Delta DID during Sisterhood Month and are awaiting the confirmation of the date.
* The Alpha Phi Alpha hospitality room was a success! I attended and we received many thanks throughout the night for the great hospitality.
* Reminders for paying dues for transition year as we move to a year time frame. Sorors must pay portion of local dues by June 30, 2023, to be considered financial. Financial Team have put together information. Please see financial team for additional questions.

Δ **Financial Secretary Yolanda Wilkins, Financial Secretary**

* Soror Rotasha Moore reporting.
* The Financial Secretary’s report for the month of January 2023 was presented.
* Total receipts for the month of January 2023 totaled $5952.69.
* The Financial Secretary’s Report was approved and filed for audit. It will be saved and made available to the General Body on the website.

Δ  **Treasurer Nannette Ray, Treasurer**

* Soror Dionne Smith reporting.
* The Treasurer’s report which included the profit and loss report, budget to actuals and check distributions for the month of January 2023 was presented.
* Total expenses for the month of January 2023 were $6,699.47
* Total net income for January 2023 $(746.78).
* Total expenses $28,820.48 against budgeted $78,819.18 net operating income $9615.07.
* Soror **April** Inman – Fundraising actual $100 without a budget – what is this for. Answer: Soror Stasha Tate stated it is the insurance for the chapter event. Soror April Inman asked if it should come from the contingency fund. President Traci Malloy clarified it should have come from fundraising budget instead but will follow up with Soror Nannette Ray. Soror Stasha Tate asked could the $100 expense come from the $1000 donation received? President Traci Malloy will follow up after speaking with Soror Nannette Ray.
* The Treasurer’s Report was approved and filed for audit. It will be saved and made available to the General Body on the website.

**Standing Committees**

**Δ Membership Services Aundrea Walton Richard, Vice President**

* Membership Services met to discuss the March Sisterhood Calendar 2023.
* Membership Services have incorporated some of the monthly chapter activities with the regional activities from the regional calendar. These specific monthly activities are all optional. These are some recommendations membership services committee feel we can and implement to engage members of our chapter.
	+ Activities March 2 and March 20 – Delta Read in Red. Find an elementary school and volunteer to read to children.
	+ March 2 – DID Virtual Delta Songs
	+ March 3 – Happy Hour and celebrating the Arts – dancing, singing, etc.
	+ March 10 – Painting with a Twist. A paid event for a reservation from 20-60 Sorors.
	+ March 11 – Stroll in the Park
	+ March 25 – Crawfish Boil and Day of Service. More information to follow.
	+ Regional Director’s Week
		- March 19-25 – Worship with the President – more information to follow. Proposed to move to March 12.
		- Worship with a Soror and Worship with President on March 12 due to conflict with monthly Chapter Meeting
	+ March 15 – Delta Dears Day
	+ Sister Circle Event – more information to follow.
* 146 Chapter members currently in the Red Zone.
* Recognized in Who’s Who in America 2022-2023 Soror Corlice Mims.

**Δ  Social Action Rosemary Anthony, Chair**

* Equity Rally Day February 14, 2023, at 10am at the Texas Capitol South Steps. This is an opportunity to find more information about the crown act and the diversity equity and inclusion initiative that the Texas state legislation is trying to undo some of the legislation. Special thanks to Soror Kate O’Neil who will be representing us on the capitol.
* Social Action Committee met in January
	+ Thank you to President Traci Malloy who spoke to Katy ISD school board meeting. President Traci Malloy spoke on what Delta Sigma Theta supports regarding student equity diversity inclusion
* **Motion: Katy Area Alumnae Chapter hosts a post card campaign targeting the Katy ISD School Board election.**
* Soror April Inman question: Are you targeting residents in the Katy Area?

We have access to registered voters in our service area by zip code. We plan to go to the master roster in the Zip Code in the Katy Area Zone – but target areas in Katy area ISD. Update residents with non-partisan information to share candidate information.

 **VOTE: YES: 17 NO: 0 MOTION CARRIES**

* If you plan to participate in the post card campaign, Sorors to commit to covering the postage.
* **Motion: The Katy Area Alumnae Chapter hosts a Katy ISD school board “get to know the candidate forum” for candidates of the Katy ISD School Board election at a location to be determined on March 25 from 10am until 12 noon.**
* Will do a general mail out to every person who will be on the ballot in May. We are looking for a face-to-face forum. The committee will come up with questions for the candidates prior to the forum. They will discuss priorities that are important to the Sorority.
* Question: Soror April Inman – Why do we need approval from Katy ISD? Soror Corlice Mims was waiting on approval of location, not the actual location. That approval has been accepted and the location has been reserved. Location will be Paetow High School.
* Question Soror April Inman – Does this need the approval from the Regional Social Action Commission? Yes.

 **VOTE: YES: 16 NO: 0 MOTION CARRIES**

* At the state meeting there will be representation at the Delta Days at the Nation’s Capital – Soror Kate O’Neil will be in attendance.
* April 17, 2023, will be Red and White Day at the Texas State Capitol. KAAC members have been a part of the planning committee and are implementing the evaluation piece. Those who wish to volunteer on this date, please contact Soror Rosemary Anthony.

**Δ Nominating Committee**

* In the January meeting there was an announcement ~~for~~ regarding a call for nomination for Second Vice President. However, there were some updated that needed to be made to the application. Now moving forward with the process. The application period will be Sunday February 19 to Sunday February 26, 2023. It is posted on the chapter webpage or you can email nominatingkatydelta@gmail.com. Anyone interested in the position should review the guidelines and apply. The chapter received special approval.
* Question: Soror Karla Selman – Where is the application? President Traci Malloy stated the application must be approved before it can be posted to the website and need to make correction to the email address.
* Question: Soror Aundrea Richard – Is this different from information received last month? President Traci Malloy stated Sorors were not able to see the application, the dates were not available, and the committee had to update the application and edit to get updated for the current year. Last month we did not see the current application. Dates were adjusted for the dates that it was due.
* Question: Soror Teri Simmons – Responsibilities for this role is listed in the document? President Malloy – yes. Page 5
* Question: Soror April Inman – Go to page 3 – please make changes to the length of term of office.
* **Motion: Katy Area Alumnae Chapter accepts the application for the position of second vice president for the application period open from February 19 through 26 with corrections.**

 **VOTE: YES: 18 NO: 0 MOTION CARRIES**

**Δ  Delta Academy Cimberli Darrough, Chair**

* The committee met February 6, 2023.
* Topics of discussion:
	+ Evaluation of January Kickoff event
	+ Risk Management requirements (new volunteers/background checks)
	+ National Program Handbook Update – Delta GEMS has been updated.
	+ February Activity focus: Women’s Empowerment – Black History & Community Service.
	+ March Activity Location
	+ Taking In-Kind Donations
		- Work to track in kind donations when there are new committee members can see what were in kind donations and budget items.
	+ Pre-Registration for the upcoming program year.
		- 25 young ladies, 11 on the waiting list.
		- Get requests for those who have aged out of the Delta Academy program and connect them Educational Development committee.
	+ Budget Preparations for the next program year.
		- Due March 31
	+ February – Virtual – Girls Empowerment Black History/Community Service
	+ March STEM Nutrition focus (in person)
	+ April – Financial Literacy – Bank Tour, Money Management, Chamber of Commerce (in-person)
	+ May End of the Year Celebration and Awards (in-person)

**Δ  Economic Development Chaka Matthew, Chair**

* Met January 26, 2023 – Topics of Discussion
	+ Discussed the interactive budgeting activity with Educational Development and remaining chapter activities for the Sorority year. Held a “Mini-Look Back” session on evaluation of programs in 2023. The committee will be making some changes. Planned additional activities for the Sorority year:
		- It has been confirmed that we will offer Generational Wealth Series workshops to be held in person April,
		- Entrepreneur Workshop in person April
		- Real Life (?) formerly Investment 101 also in April,
		- Legacy, and estate planning in May.
		- Dinner with Soror Teri Simmons in Sisterhood Month.
* **Recommendation: announce winners of dues saving challenge and to challenge all Sorors to complete their commitment prior to the deadline during the Sorority meeting.**
* The committee members were to ensure our programs are aligned with Grand Chapter Programs. Want to be a part of the 12-month challenge
* **Motion: Katy Area Alumnae Chapter support the 12 month of living well financial fortitude program across the life span.**
* Question: Soror Anita Williams – Did you say to have a jar and place change in it? Whenever you have some additional change, put it in the jar.

 **VOTE: YES: 15 NO: 0 MOTION CARRIES**

**Δ  Fundraising Stasha Scruggs-Tate, Chair**

* Update Bingo Event – February 25, 2023
	+ To date there are 39 tickets sold
	+ One food truck – Gumbo Express. Waiting for desert truck, funnel cake truck and barbeque food truck.
	+ Add trivia questions to the bingo event.
	+ When taking a break – Soror Francina Hollingsworth will ask trivia questions.
	+ There will be prizes from Gringo’s Mexican restaurant, donations, Wine donations, monetary prizes, coffee gift card, and cigars.
	+ Soror McDade will be making mock cocktails
	+ Will be able to accept money at the door. Location at the Hangar that will be private to accept funds.
	+ Soror Yvonne Young – Committee goal for ticket sales? Minimum number is 100.
	+ Ticket sales will go to Scholarship and Programs.
	+ Soror Anita Williams – Do we need a gaming license for this in Texas? Answer – Soror Scruggs-Tate will research.

**Δ  Physical & Mental Health – Monique Short, Chair**

* January 21, 2023, Fab, Fit, Fun Tramp Zumba Feedback
	+ Participants: 81% non-Delta, 14% Chapter members. Most heard about the event through Instagram, 28% Facebook.
	+ Heart Health Month – Fellowship Church on Westheimer Parkway. Cost is $15. Sign up Genuis for participants. Speaker from the American Heart Association for hands on CPR and its importance with Certification check off.
	+ March – Mental Health Information at the Sisterhood Retreat– more information to follow.
	+ April – Blood Drive April 1st 10am until 2pm at the Fellowship Church
	+ April 29 – Breast Cancer Walk
	+ Soror Aundrea Walton-Richard – clarified Soror should wear Red at the February Chapter meeting.

Δ  International Awareness & Involvement Karla Hamblin-Selman, Chair

* Feed the Hunger February 24, 2023 – coordinated by Soror Regina Alexander
	+ 30 slots available for Sorors and one guest (preferably a family member – spouse, child)
	+ The flier was updated and approved along with a sign-up genius. Soror Regina Alexander will meet with the Correspondence Sec. to get it issued as soon as possible.
	+ Sign-up Genius completed by all chapter Sorors by 2/20 or we will open it up to the public.
	+ Will need to ensure we announce this during the February chapter meeting and “work the room” to get Sorors sign up to participate.
* International Women’s Day March 8, 2023 – coordinated by Jean D’Aguilar
	+ Theme is “Embrace Equity” for International Women’s Day. This year’s recognition:
		- Celebrate after close of the Chapter meeting on March 19th, 2023.
		- Suggestion will be to ask Sorors to wear purple to the chapter meeting and take pictures with self-embracing
		- Suggestion to ask chapter for approval to donate $100 to UNICEF as part of our recognition. Decided not to donate directly to the International Women’s organization due to need to thoroughly vet while UNICEF is an approved partner.

Motion: KAAC donate $100 to UNICEF as a show of support for International Women’s Day.

Questions:

* Soror Anita Williams: Can we donate more than $100?
* Soror April Inman: Is this coming from the IAI budget? Answer: Yes. We have $1000 budgeted, have only used less than $200.
* Soror Karla Hamblin-Selman asked for recommendations for donations:
	+ Soror Anita Williams $200
	+ Soror April Inman $250

**Amendment to the motion: Soror Anita Williams – the amended motion is Katy Area Alumnae Chapter will donate $250 to UNICEF in support of International Women’s Day. Second – Soror April Inman**

**VOTE: YES: 18 NO: 0 MOTION CARRIES**

**Amended Motion is that Katy Area Alumnae Chapter donate $250 to UNICEF in support of International Women’s Day.**

**VOTE: YES: 18 NO: 0 MOTION CARRIES**

**Δ Policies & Procedures April Inman, Chair**

The P&P committee met on February 5, 2023, and reviewed the proposed amendments to the Policies and Procedures.

* After this review, the proposed amendments will be made available to the chapter members to review. A vote will not occur until the April Chapter meeting.
* Need a 2/3 vote from the body for the amendments to go into effect.

The proposed amendments are as follows:

* Article V: Section 3: Chapter Business Meetings
1. Will be held on the Second (2nd) Saturday for the months of September through May.
2. Meetings begin promptly at 10am

Rationale:

* To address our chapter’s challenges with establishing a quorum in order to conduct chapter business in a timely manner.
* To address our chapter’s lack of attendance due to various reasons ranging from personal (church obligations) to professional(work/travel).
* To eliminate conflicts with Regional & National events which tend to fall on our current meeting date of third Sundays.
* If successful in changing the meeting day, the executive board meeting will need to change to the meeting first Monday preceding the second Saturday.
* Question Soror Francina Hollingsworth – Does the meeting need to be on a Monday? Soror April Inman – No. Typically need a week in advance of the chapter meeting for planning purposes.
* Question: Soror Chaka Matthew – Are Mondays for Executive Board Meeting a final decision. Soror April Inman because we were already doing a Monday wanted to stick with that Monday. Wanted to give more time committees to complete tasks from the Executive Board before the chapter meetings. Soror Chaka Matthews: Is there a possibility we could consider a Tuesday? Soror April Inman Yes. Soror Chaka Matthew – Would this be the time now to put on the floor or would it go back to the committee. Soror Anita Williams – it is too late. President Traci Malloy - all proposed amendments are in. It must be read the way it is, but it doesn’t mean you can’t craft something that can go to the committee.
* Article XII: Section 2: Minerva Circle
1. Frequency

The chapter votes annually to proceed or not proceed with membership Intake.

Rationale:

* To consider the membership intake process on a more frequent basis.

* Article III: Section 1: First Vice President

Add: 7. Serves as Leader of the Minerva Circle

\*Re-number 8. Performs other duties as noted in the Chapter Management Handbook and as directed by Grand Chapter.

Rationale:

* + To provide consistent leadership to the membership intake process. The First Vice President has the responsibility of membership service, and coordinates all membership activities including: reclamation, retention, and collegiate transition. Thus, this duty aligns with the current role of the First Vice President.

Section 6: Travel Policy

1. Travel Policy for National Convention and Regional Conference Delegates
2. Transportation
	1. Personal Vehicle Mileage / Gas
		1. Reimburse IRS standard mileage rate for business travel
	2. Rental Car
		1. Reimburse for mid-sized car reserved in advance of the conference/convention
	3. Air Travel / Bus Travel / Rail Travel
		1. Reimburse for fully refundable economy/coach ticket purchased 60 days in advance of the conference /convention
	4. Parking / Ground Transportation
		1. Reimburse for self-parking, car service (e.g., taxi, Lyft, Uber )- reference chapter per diem.
3. Meals
4. Reference daily chapter per diem
5. Per Diem
	1. Reference chapter budget

Rationale:

* + To provide specificity & granularity to the travel policy and eliminate the challenges of tracking and keeping up with National guidelines.

 Section 6: Travel Policy

B. Travel Policy for Delta State Meetings, Delta Days at State, and other State/Cluster/Leadership Meetings.

1. Transportation

1. Personal Vehicle Mileage / Gas
	* 1. Reimburse IRS standard mileage rate for business travel
2. Rental Car
	* 1. Reimburse for mid-sized car reserved in advance of the conference/convention
3. Air Travel / Bus Travel / Rail Travel
	* 1. Reimburse for fully refundable economy/coach ticket purchased 60 days in advance of the conference /convention
4. Parking / Ground Transportation
	* 1. Reimburse for self-parking, car service (e.g., taxi, Lyft, Uber )- reference chapter per diem.
5. Meals
6. Reference daily chapter per diem
7. Per Diem
8. Reference chapter budget

Rationale:

* To provide specificity & granularity to the travel policy and eliminate the challenges of tracking and keeping up with National guidelines.

Section 6: Travel Policy

B. Travel Policy for DDNC, DDUN, and other National/Regional Meeting Representatives.

1. Transportation

1. Personal Vehicle Mileage / Gas
	* 1. Reimburse IRS standard mileage rate for business travel
2. Rental Car
	* 1. Reimburse for mid-sized car reserved in advance of the conference/convention
3. Air Travel / Bus Travel / Rail Travel
	* 1. Reimburse for fully refundable economy/coach ticket purchased 60 days in advance of the conference /convention
4. Parking / Ground Transportation
	* 1. Reimburse for self-parking, car service (ex taxi, Lyft, Uber )- reference chapter per diem.
5. Meals
	* 1. Reference daily chapter per diem

 6. Per Diem

1. Reference chapter budget

Rationale:

* To provide specificity & granularity to the travel policy and eliminate the challenges of tracking and keeping up with National guidelines.

Additionally, in keeping with the role of the committee to educate the chapter, we will continue recommending various sections of the Policies and Procedures to be read by the members. A question will be posed each month at the chapter business meeting as a fun way to encourage engagement.

Question Soror Francina Hollingsworth – received a proposal for a Friday evening chapter meeting. Was it submitted. Soror April Inman – yes it was received. Had an opportunity to speak to the Soror and she decided to rescind the amendment

**Δ Internal Audit – Soror Felicia Farrar**

The Internal Audit Committee completed a review of the financial records of the Katy Area Alumnae Chapter of Delta Sigma Theta Sorority, Incorporated for the period Second Quarter Audit October 1, 2022 to December 31, 2022. The review included:

* Verification of gross receipts between the Financial Secretary’s Report, Treasurer’s report, and Bank Statement.
* 50% validation of 3 deposit slips (tested) to ensure deposits were made within 2 business days.
* 25% validation of 18 disbursement vouchers (5 tested) to ensure they were completed accurately with the appropriate signature approvals and supporting documentation.
* 10% validation of 3 non-check disbursements (1 tested) to ensure they were completed accurately with the proper approvals and supporting documentation.
* 10% validation of 40 PayPal transactions (4 tested).
* Verification of 100% of National dues received during the quarter were submitted within 30 days.
* Verification that Treasurer’s Report correctly reflects chapter’s income and expenses.
* Verification that bank reconciliations were completed accurately and timely and reviewed by the Chapter President.
* A summary of. The finding is listed below. Detailed information and recommendations follow the summary remarks.
* No loss of financial assets exists, and good fiscal controls were used during the period of review. The findings are as follows:
	+ Detailed audit worksheets have been completed based on the financial reports, bank reconciliations, check register, receipt logs, and member logs. All calculations have been reconciled and balances as of December 3, 2022, are accurately reflected in the financial records.
* Detailed Findings and Recommendations:
	+ Deposit – No exceptions
	+ Pending Items – None
	+ Recommendations:
		- All disbursement vouchers should be completed in full and accuracy.
			* One voucher suggests that payment would be made to each company, but check was made to Soror Malloy because as shown on invoices a credit card was used to make payment.
			* One voucher was not signed by the treasurer.
		- Bank Transfers
			* Monies collected (#3,257.76) via PayPal during the month of December was not transferred to the Amegy Bank.
* Information Sources

Internal Audit Manual August 2020.

Katy Area Alumnae Chapter Policies and Procedures 2022-2023

**Δ Scholarship Committee – Zakiyyah Muhammad, Chair**

* Met in January to complete updates to the Annual Scholarship.
* The committee decided to move the scholarship to a complete online submission form (using Jot-form).
* Application questions have been updated
* Changes were made to include all seniors graduating between Fall 2022 to Summer 2023.
* One recommendation letter is now required.
* Application deadline is April 16, 2023.
* An electronic sample of the document is 2023 Katy Area Alumnae Scholarship Application.
* There is also a PDF draft for review by chapter members only.
* Parent information and high school transcript will be uploaded directly to the application.
* The scholarship requires the applicant is accepted to a HBCU.
* Next meeting February 15, 2023, 6:30pm CST. Will discuss application process.

**Motion: Katy Area Alumnae Chapter proceed with the 2023 KAAC Scholarship Program and make applications available starting February 20, 2023.**

Question Soror Aundrea Walton-Richard– If you graduate in the fall and start school in the Spring is it possible the student does not qualify according to the scholarship timeline? Seniors who gradate the fall before May will still be eligible to apply for the scholarship.

Question Soror Francina Hollingsworth: What is the due date? April 16.

**VOTE: YES: 18 NO: 0 MOTION CARRIES**

**Special Committees**

**Δ  Joint Founders Day LaToya Ricketts, Chair**

* Rededication on January 28, 2023. Thank you to those who participated in the Rededication committee and as well as those Sorors who served on all the committee.
* Please continue to make donations to the public service initiative is still open. QR Code in the Weeklies.
* February 21, 2023, at 6pm Joint Founders Day committee.

**Δ  National Pan Hellenic Council LaToya Ricketts, Chair**

* Thank you for those who attended the “Move your Body” line dance on Feb. 4. It was a great turn out.
* “History in the Making” – highlighting the origin of the D9 organizations. Open to the public. Houston Central Library 10am until noon February 18, 2023.
* “History in the Making Part Two” – highlighting the origin of the D9 organizations. Hosted by the Houston Texans on Wednesday, February. 22 11am to 1pm at NRG Stadium. If able to attend, contact Soror Ricketts.
* “HBCU College Fair” – March 4, 2023, sponsored by Representative Shelia Jackson Lee. Hosted at volunteers needed. More information to follow.
	+ Greek Picnic – April 28-30. First day Happy Hour. Service project will be donated items. April 30 – Picnic to include a blood drive. May have food trucks available. Location Kitty Hollow Park.
* D9 Charitable Organization Scholarship Drive – Contest for the chapter that donates the most monies. Individual Sorors can donate $20.23 and ensure you denote a member of KAAC may get notoriety of how much donated.

**Δ  Unfinished Business -** None

**Δ  New Business -** None

**Δ Announcements**

* Our own KAAC’s Soror Nicole Heaston Lane will be performing in ‘Giving Voice’ on 2/24/23 at Wheeler Avenue Baptist Church. It is a celebration of music for Black History month that spans all genres. Admission is free!
* Contac Soror Richard-Walton if you are celebrating 25- 50- 100- years in Delta.
* Soror LaToya Rickets: Urban League of Houston Gala March 18, 2023. More information to follow. Will be honoring D9 organizations. Encouraged to buy a table.

**Δ  Adjournment**

* Motion to adjourn – Soror Anita Williams – Second Soror April Inman at 9:12 pm.