Chapter Business Meeting Agenda

Monday, September 17, 2023

**Δ Call to Order Traci Malloy, President**

* Monday, September 11, 2023, Executive Board meeting was called to order by President Malloy at 6:34pm

Δ **Opening Meditation Teri Simmons, Chaplain**

**Δ Adoption of Agenda**

* President Malloy called for an adoption of the agenda with corrections by unanimous consent.
* The agenda was adopted by unanimous consent with proposed additions.

**Δ Minutes Angelia Elgin, Recording Secretary**

* Minutes for September 11th, 2023, executive board meeting were posted in the members only section of the chapter’s website for advanced review.
* There were no corrections or other additions, or questions about the minutes.

**Δ Correspondence Corlice Mims, Corresponding Secretary**

* Received Debutante Ball Souvenir Book from niece of Soror Dionne Smith.
* **May**
* Joint Founders’ Day Seed Money refund
* **June**
* Dues from Lajuana Butler
* Amegy Bank statement
* Thank you from Gayla Jenkins
* Campaign emails from candidates vying for National Offices/Positions
	+ Elsie Cooke-Holmes
	+ Cheryl Turner
	+ Pamela R Hill
	+ Sade Ried
	+ Leah Howard
	+ Amanda York
	+ Nicole Paul
	+ Aniyah Chambers
	+ Jada Crockett
	+ Joi L Moore
		- Doreen Dixon
		- Rosalyn Glenn
		- Janelle Baker
		- Lucille Frierson Sabb
		- Donna Bowman
		- Ryane Jones
		- Denielle Clarke
	+ Jordan Sampson
	+ Debra M Sanders
	+ Deloris Johnson Drakes
* **July**
* Thank you note from Nannette Ray
* Dues from April Inman
* Amegy Bank Statement
* **August**
* Dues from Diane Perkins
* Dues from Alisha Manuel
* Life Storage
* Amegy Bank Statement

**Report of Officers**

**Δ  President Traci Malloy, President**

* Welcome to the second half of the 2023 Sorority Year!
* KAAC
* All compliance submissions were entered by the deadline of 6/30/23
* We are in compliance in the Red Zone
* Executive Board
* Updated method of reporting at meetings and getting your reports to the Recording Secretary prior to Executive Board
* Executive Board in person meeting discussion
* Date change for November meeting discussion-go virtual or change date
* From National Convention:
* Indianapolis, Indiana 7/18-23/23
* 10,678 Deltas in attendance; 1789 Guests; 12, 467 total attendance; 2000 virtual
* 549 Alumnae Chapters; 393 Collegiate Chapters
* Our Executive Committee:
* Elsie Cook Holmes, International President and Chair, Board of Directors
* Cheryl Turner, 1st Vice President
* Sade’ Ried, 2nd Vice President
* Joi L. Moore, National Secretary
* Rosalyn Glenn, National Treasurer
* Jeanice Baker, Alumnae Member National Audit and Corporate Compliance Committee
* Deloris Johnson Drakes, Alumnae Member National Audit and Corporate Compliance Committee
* Rev. Debra M. Sanders, Alumnae Member National Audit and Corporate Compliance Committee
* Tamia Brown, Collegiate Member, National Scholarship and Standards Committee
* Allison Keith, Collegiate Member, National Finance Committee
* Ryane Jones, Collegiate Member, National Nominating Committee
* Denielle Clarke, Collegiate Member, National Audit and Corporate Compliance Committee
* Jordan Sampson, Collegiate Member, National Audit and Corporate Compliance Committee.
* Our Honorary Members:
* Tamika Catchings
* Channing Dungey
* Justice Ketanji Brown Jackson
* Ambassador Bonnie D. Jenkins
* Rashida Jones
* Debra Lee
* Phyllis Newhouse
* Amendments:
* All passed, some with minor adjustments except Bylaw Reference 7, Page 13, Article II,
* Section 2, Number A.2.c which had to do with the requirements for Alumnae Membership Intake.
* Highlights of International President Cook Holmes Report:
* 86,000 financial Sorors up from 80,000 at our last convention
* focus priorities-organizational health, empowerment of women, social action, Livewell (program focusing on mental health and awareness), new charitable partnership with Mental Health Alliance
* Corporate report is complete and it will be mailed to the Chapter as well as online and on the website
* We have to step in and step up to educate our people about us as African Americans
* We have to continue to fight against these issues-book bans, laws that are made against women’s rights and Diversity Equity and Inclusion
	+ be kinder to our Sorors and give each other grace; really see our sister so that we're aware of her needs; be accountable-remember to be there for your Soror
* Highlights of Vice President Hill’s Report:
* Review of work on Constitution and Bylaws
* Review of work on Membership Intake
* Highlights of Vice President Kong’s Report:
* Review of work with Regional Reps
* Worked to increase collegiate participation on regional and national level
* Highlights of Treasurer Hill’s Report:
* Membership Count: 87,482 as of 5/31/23
* Updates to the reporting process in the Compliance Center
* Highlights from Scholarship and Standards Report:
* Chapter Chartering: 24 applications (21 Alumnae, 3 Collegiate); Newest Chapters: United Kingdom Alumnae and Upsilon Omega, California State U, San Marcos
* Membership Intake Process has been streamlined and improved
* 314 Chapters initiated 5400 members during 2022-2023
* $200,000+ given in scholarships and grants in 2022-2023
* Highlights from Finance Committee Report:
* 2024 Dues collection period-July thru September
* 8/31/23 deadline for submission of financial reports
* 9/30/23 late dues apply for 2024 after this date
* 11/30/23 budget deadline
* 2/28/24 Final financial reports are due
* Highlights from Social Action Report:
* Poll Worker Recruitment Day 8/23/23
* March on Washington 60th Anniversary 8/26/23
* September is National Voter Registration Day
* Highlights from PP&D Report:
* As part of working on the wellness of Sorors, Soror Juanita R. Ingram address the convention about her journey and book, Fabulous, Faithful & Free: A Transformational Guide to Loving Yourself with Boldness
* 52 attendees for the Presidential Youth Conference
* Our International Awareness and Involvement projects impacted those around the world that needed support
* From the August Regional Director Call on 8/22/23:
	+ Southwest Sunday B.E.S.T. Bringing Every Soror Together-Gospel Worship and Prayer call on 8/27/23 at 6:30pm.
* From Soror DeLoach (Finance)
	+ It's fiscal compliance time
	+ AFRs, etc due 8/31/23
	+ reach out if there are any specific issues-they know about the issues with the fiduciary forms
	+ corporate fees due 9/30/23 but try to get them done by 8/31/23
	+ IAI questions need to go to the National IAI Cmte but Soror DeLoach is willing to connect us if needed
	+ 2024 Dues pay period 7/1-9/30; after 9/30 $10 late fee; after 12/31 reinstatement fee
* From Soror Crutchfield-Wiley (ERT)
	+ updates came out today
* From Soror Cheryl Powell (Social Action)
	+ lawsuit goes to trial in September
	+ there will be a zoom link to watch the trial
	+ Voter registration Awareness month is September
	+ attend school board meetings
* From Soror Barker
	+ Take a moment to send a thank you note to the Sorors of the Indianapolis Alumnae Chapter for doing a great job hosting the convention

Indianapolis Alumnae Chapter

Delta Sigma Theta Sorority

P.O. Box 1364

Indianapolis, Indiana 46206-1364

**Motion: Soror \_\_\_\_\_\_\_\_\_\_\_\_ moved Soror \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ second to reschedule the chapter meeting from the 2nd Sunday to the second Sunday in November and the meeting be done virtually.**

**Yes: 49 No: 1 Motion pass**

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

* The Financial Secretary’s report for the months of June, July and August were presented.
	+ Total receipts for the month of June 2023 totaled $748
	+ Total receipts for the month of July 2023 totaled $17
	+ Total receipts for the month of August 2023 Totaled $10,945.32
* Total 22-23 Short Year Dues (SY)-$82.50
* Total 2024 Local Dues (NFY)-$5,387.40
* Total 2023 Nat'l Dues (CFY)-$176.99
* Total 2024 Nat'l Dues (NFY)-$4,736.99
* Total PayPal Fee Income-$222.82
* Total Per Capita (NFY): $338.62

**Δ  Treasurer Nannette Ray, Treasurer**

* June Monthly Receivables Total: $748.01
* June Monthly Disbursements Total: $1915.62
* July Monthly Receivables Total: $17
* July Monthly Disbursements Total: $1722.14
* August Monthly Receivables Total: $10,945.32
* August Monthly Disbursements Total: $10,322.79

**Δ Budget and Finance Nannette Ray, Chair**

* September reallocation - reporting for the short fiscal year of 2023
	+ Had a decrease in financial Sorors therefore need to do the reallocation to adjust for those Sorors.
	+ The membership will review the short fiscal year reallocation and vote in October.
	+ The fiscal 2024 budget will go to the membership to vote at our November meeting.

**VII. Standing Committees
Δ Membership Services Aundrea Walton Richard, First Vice President**

* The end of the year chapter anniversary celebration was June 14
* Membership services coordinated lunch at the National Convention which was in Indianapolis July 18th through the 23rd
* Chapter retreat August the 19, 2023.
* There are currently 136 members on the in the red zone as financial members.
* November is reclamation month. Planning reclamation activities throughout the month
* Tentative date of December 7th for our chapter holiday activity
* Sisterhood retreat in March more information to follow.
* Congratulations to Soror Pitney received her Doctorate Degree.
* Soror Nannette Ray received in recognition for her community work she earned the 2023 Bold Award Winner which is reserved for outstanding leaders who are making a difference in the Black Community in the greater Houston area. She received a $10,000 donation.
* Polo shirts are available.

**Δ  Social Action Rosemary Anthony, Chair**

* Reporting Soror Kate O’Neil stated all programs to include a component of Social Action in their events.
* Social action priorities
	+ Voting and civic engagement
	+ Economic justice education
	+ Health equity work
	+ Reimagining public safety
	+ Reproductive justice and
	+ Environmental Justice
* Chapter initiatives
	+ School board members in Katy ISD to support decisions made in favor for students
* August 23rd poll worker recruitment day we did some individual activities to share the word about getting folks to be eligible to work as poll workers.
* As a committee we are focusing our efforts on local initiatives which looks like the African American Katie heritage society and again connecting and supporting for our Katie ISD school board

**Δ  Program Planning and Development Francine Hollingsworth, Second Vice President**

* Soror Hollingsworth sent a challenge to members to join a committee

**Δ  Internal Audit Felecia Farrar, Chair**

* The Internal Audit Committee completed a review of the financial records of Katy Area Alumnae Chapter of Delta Sigma Theta Sorority, Incorporated for the period of April 1, 2023, to June 30, 2023. The review included:
	+ Verification of gross receipts between the Financial Secretary’s Report, Treasurer’s Report, and Bank Statement
	+ 50% validation of 4 deposit slips (2 tested) to ensure deposits were made within 2 business days.
	+ 25% validation of 36 disbursement vouchers (9 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 88 PayPal transactions (9 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 banks reconciliations were completed accurately and timely and reviewed by the Chapter President

No discrepancies were noted and the final overall audit findings for the 4th Quarter is an **A.** *After review by the Chapter Internal Audit Committee, it has been determined that the chapter has satisfactory financial internal controls, and the review supports the existence and utilization of these controls*.

No loss of financial assets exists, and good fiscal controls were used during the period of review.

**Δ  International Awareness & Involvement Jean D’Augilar, Chair**

* First official committee discussed the first program is a retreat recognizing International Day of the Girl on October the 11th
* The committee will present their first webinar on October the 11th at 7:00 PM.

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

* Provided status of the chapter’s 2023/2024 policies and procedures. The policies and procedures were due to S&S by September 30th but were submitted August the 29th. Still awaiting approval from S&S on the chapter’s 2023-2024 the amendments that was voted on during the April chapter meeting.
* Until the approval, the chapter will still function under the 2022-2023 policies and procedures which are on the chapter website under our governing documents.
* The committee will formally make a call for amendments to our 2023-2024 policies and procedures November or December. but if there is something you are passionate about you feel like you need to change and delete to our policies and procedures.
1. **Special Committees**

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

* The next committee meeting will be on September 19th at 6:30 PM the link will be forthcoming in the Weeklies.
* The rededication program will be on Saturday February 9th, 2024, the details for the speaker, attire, color and theme will be forthcoming.
* Chapter members please join the subcommittee of your interest. We need KAAC members to be represented on different subcommittees.
* The program committee met couple of weeks ago and we discussed several things such as the layout of the program, the theme for the program, etc. More information will be presented at our next joint founders day meeting which Tuesday, September 19th at 6:30 PM

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

* First meeting of the new year. Discussed information from September to November:
	+ Violence Awareness Night event will be held Saturday October 7 at 6:00 PM - the address is 250 Strange Square in Houston. Asking participants to attend and wear purple. There will be speakers, line dances, etc.
	+ The Turkey giveaway event which more details will be forthcoming.
	+ Christmas Toy Drive and Happy Hour Social will be held October 14th. Location to be determined.
	+ Bring a toy have breakfast with Santa on December 2nd at 10:00 AM at the Blue Triangle. Asking for two volunteers that can come on Friday night to decorate.
	+ NPHC Santa Wonderland which used to be evening with Santa it's now December 9th going to be at the Hiram Clark. Asking for 200 toys to donate from October the toys will be distributed in the December meeting a
	+ Social will be December 11th hosted by Alpha Kappa Alpha and Omega Psi Phi. They are asking for service project donation for your blankets, scarves and gloves for the senior citizen home and the homeless. More information to follow.
	+ Sickle Cell Walk Saturday, September 16th 9:00 AM to 1:00 PM. The address is McGregor park and registration information is on in the Weeklies.
	+ The National Pan Hellenic Conference is October 26th- 29th.
1. **Unfinished Business**
2. **New Business**
3. **Announcements**
* Sorors Inman and McDowell have been advising a group interested in chartering a chapter in Shelby area of Alabama that has finally received approval from their regional director to move forward with submitting their application to become chartered. They are waiting to hear from Grand Chapter for approval.
* Soror Chaka Matthews – chair of Economic Development wanted to recognize chapter members’ products and services to share at the end of Sorority meetings. Sorors can sign up for a particular month of their choice during the sorority year.
* Risk Management Training Orientation October 8th 4pm until 6pm. Soror Andrea Walton will be managing both the orientation and training in October.
* Soror Sydney Williams – chair of Arts and Letters announced there will be kicking off the “Banned Books” club on Saturday, September 23 10:30am. The book to be discussed is “Black Women will Save the World.” The kickoff will be a Mission Library 8421 Addicks Road – only for Sorors.
* International Awareness and Involvement Committee will be meeting every third Tuesday of the month. First meeting October11, 2023 by Zoom.
* Membership Services Committee announced there will be a chapter photo. Asking all chapter members to wear black to the chapter meeting.
* Soror Andrea Walton announced she serves on the board of an organization called “rehab your Life” which is focused upon women and empowerment of women. It also
* focuses on serving the underemployed and those with disabilities. The organization will be having the 5th annual women’s conference - called “2023 Renewed Vision” conference, building resilience. Will be held Saturday, October 14, 2023 at 2:00pm at the Embassy Suites in Katy.
* Soror Elgin will be a speaker for a Women in Information Technology Conference. She will speak on her experiences being the first African American Female Fire Chief enduring racism, sexism, and discrimination.
* Soror Elgin reminded Sorors to remain vigilant to ensure to obtain their vaccines: COVID and Flu and to wear masks due to COVID & Flu cases rising.
* Soror Simmons invited chapter members to worship with her on Sunday, October 15 where she will be guest speaker at her church for Women’s Day.
1. **Adjournment**

**Motion to adjourn – Soror Andrea Walton Richard moved, second by Soror Chaka Matthews.**

Meeting adjourned 4:48pm