**Chapter Business Meeting - DRAFT**

**Sunday, May 21, 2023**

**Formal Opening Traci Malloy, President**

* April 10, 2023, monthly chapter business meeting was called to order by President Malloy following the Ritualistic opening and after a quorum was confirmed.

**Adoption of Agenda**

* President Malloy called for an adoption of the agenda by unanimous consent.
* The agenda was adopted by unanimous consent.
* A quorum was present to conduct chapter business.

**Minutes Angelia Elgin, Recording Secretary**

* Minutes for April 16, 2023, Chapter Business meeting were posted in the members only section of the chapter’s website for advanced review.
* There were corrections to the date of the general business meeting date, however no other additions, or questions about the minutes.

**Correspondence Corlice Mims, Corresponding Secretary**

* Mail received for April 2023
	+ Amegy bank statement
	+ Thank you note from Soror Lillian Walcott
	+ Paperwork for dues from one Soror

**Report of Officers**

**Δ  President Traci Malloy, President**

* From the April Regional Director Call on 5/7/23:
	+ TX State Coordinator
		- -Congratulations to the new initiates and officers
		- -Thanks to the over 462 Sorors who attended Red & White Day at the Capitol
	+ ERT
		- -thanks Sorors for the support of those Sorors impacted by the tornados in Arkansas
		- -during mental health awareness month-take time to take care of yourselves and preserve your mental health
	+ DID
		- -schedule your DIDs which now that membership intake is over, should be easier
		- -additional trainings will be scheduled
		- -To be financial, Sorors must pay their local dues (50%) by 6/30/23
	+ Membership Services
		- -Thanks for participation in the 31 Days of Sisterhood: highlights:
		- Literacy Day-1147.5 hrs of reading; Crimson and Cream Goes Black and Green-$32,536.79 raised; Cynthia M.A. Butler McIntyre Campus 2819. 37. These numbers have actually increased as more info has come into
	+ PPD
		- -reminder-submit your form for the Crimson & Cream goes Black for Green. Deadline is 5/25/23. sterwin59@gmail.com
		- -in TX 1 in 5 experiences mental health concerns; 1 in 16 youth in the US experiences a mental health issue
* -Chapters are encouraged to do something to mark Mental Health month during Chapter meetings this month
* calendar coming for the upcoming short year (July-Dec) to allow us to put the dates of our events due 6/30/23; the calendar form comes out this week

* Arts & Letters
* -make plans to attend the Delta Arts & Letters Delta Authors on Tour, 6/3/23 in Dallas. It marks the 50th anniversary; links will be coming to attend and purchase books
* -SWR A&L has goal of leaving a legacy to the Region and the world; Sorors in each Chapter will be encourage to share stories of healing and recovery; these will eventually be put into book form; will include how to's as well as stories of healing
* Compliance/Red Zone
	+ -goal by August 100% compliant

* MI
* -over 1000 new members over the year
* Chapters intending to complete MI must be completed if you're doing fall or spring
* Social Action
* -all the different Red and White Days were recognized and highlighted
* -during the Summer and Fall, the Regional SA team will be awarding Chapters for their SA work, trainings for SA Chairs are coming and new initiative, ‘Ban Ignorance not Books’ coming to address the banning of books in our communities.
* -submit all SA activities through the SA activity request form
* RD
* -thanks for the birthday love
* -we are in prayer for the AK tornado victims and Allen Mall shooting victims
* -This year, a form from Headquarters on interest in serving on national committees was not sent out
* -a request was made of the RD that we get the guidelines for awards prior to the Sorority year on all levels (regional and national) so that we can include those criteria as we plan and Soror Barker will be sharing that information
* From the President:
	+ We continue to be in compliance in the Red Zone however, I am concerned that we will have to do more DIDs as we did not have a quorum for our DIDs. Sorors please understand that the DIDs we do are to improve how we function as a Chapter and are a part of compliance and we don’t want to become non-compliant.
	+ We have submitted out Emergency Response Plan for the upcoming year.
	+ As we strive to conduct effective meetings, I ask that you report on items that require action, results from completed initiatives during your committee report time. Save announcements for the announcement time of the meeting.
	+ Additionally, to make for efficient recording of notes in our meetings, please submit your report to the Recording Secretary or using the PPD shared folder for reports to make it easier for our Recording Secretary to take notes.
	+ Many thanks to the Sorors who participated in erecting the KAAC tent for the Greek picnic! They brought my vision to life and I believe we should win the tent decorating contest which will be announced tonight at the NPHC meeting.
	+ Thanks to our Fundraising Committee for an excellent Zydeco with the Redz party! Everyone had a great time from the line dancing class to the signature drinks to the DJ. It was so much fun. We do want to work on our strolls. So between Soror Rotasha Moore and Soror Patricia Greenwood, we will get our stroll game tight!
	+ The Houston Delta Chapters have received a request to support a hospitality suite on Tuesday, June 11th from 7-11p at the Marriott Marquis Hotel in downtown Houston for the Sigmas who are having their Conclave in Houston. The suggested amount that we donate is $250.

 **Motion: to support the Phi Beta Sigma hospitality suite in the amount of $250 to come from our contingency fund.**

 **VOTE: YES: 36 NO: 0 Motion Passes**

* + The Prairie View Chapter of Kappa Alpha Psi has sent us information regarding their scholarship gala and a request to support their fundraiser by purchasing an ad in the souvenir program, table, or tickets. When: Saturday, May 20th, 2023 at 6:00 PM Where: The Ballroom at Tanglewood Attire: Black Tie Affair Theme: *The Masquerade Ball* Ticket Prices – This event has passed.

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

* The Financial Secretary’s report for the month of March was presented.
* Total receipts for the month of April 2023 totaled $4841.79.
* 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**

* + The Treasurer’s report which included the profit and loss report, budget to actuals and check distributions for the month of April 2023 was presented.
* Beginning balance as of first day of month  $36,873.75
* April Monthly Receivables Total $4,841.79
* April Monthly Disbursements Total $6,100.61
* Ending Bank Balance as of last day of the month of April $35, 614.93
	+ 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  Budget and Finance Nannette Ray, Chair**

* The fiscal year from a June to July fiscal year to January to December. As a result, there will be a short year for 2023.
* Budget Changes:
* Increase the pay PayPal fee reimbursement for the next fiscal year.
* Have paid for National convention to include the flight and any change fees.
* Next fiscal year we will budget for January to December storage facility fees just in case there’s a fee increase.
* An additional $618 was requested from educational development.

 **Motion: KAAC accept to shorten the chapter budget from July 2023 to December 2023 as presented by the Budget and Finance Committee.**

 **VOTE: YES: 37 NO: 0 Motion Passes**

 **Δ  Membership Services Aundrea Walton Richard, VP/Chair**

* Currently 152 members listed in Red Zone.
* **Virtual registration for National Convention opens Tuesday the 23rd at 11:00 AM Central Standard Time. National Convention is July the 17th through July 23rd.**
* End of year dinner Chapter Anniversary Celebration Dinner June 14, 2023, at 7pm
* Chapter Retreat – August 19, 2023 – more information to follow
* National Convention Chapter Dinner will be planned while in Indianapolis.

**Δ  Social Action Rosemary Anthony, Chair**

 **Becky Boykin – Reporting**

* Social Action calendar is from August to May, social action will be continuing to
	+ Attend Katy ISD School Board Meetings 6301 S. Stadium Lane Katy, TX 77494 @ 5:00 pm.
		- Attire: Red Delta Business
	+ Attend City of Katy City Council Meeting 901 Avenue C Katy, TX 77493 @ 6:30 pm
		- Attire:  Red Delta Business
* Establish a partnership with the Texas African American Heritage Society. Will be planning their first activity in June – the Juneteenth Festival.

 **Motion: to accept the Social Action calendar for the Sorority calendar year 2023-2024.**

 **VOTE: YES: 37 NO: 0 Motion carries**

 **Motion: That Katy Area Alumnae Chapter supports the Katie, Texas African Heritage Society Juneteenth Celebration on June 19th and donate the amount of $500 to the event. Second: Soror Anita Williams**

 **VOTE: YES: 37 NO: 0 Motion carries**

 Motion: Soror Marilyn Taylor. Moved to withdraw $250 from the Social Action Budget and the $250 from contingency to cover the Juneteenth event.

 **Amended Motion: Soror Francina Hollingsworth. The motion is to have the $500 come out of contingency. It has been moved and seconded by Soror Anita Williams that we amend the current motion on the floor to have $500 come out of contingency.**

 **VOTE: YES: 37 NO: 0 Motion carries**

* Social Action Activities:
* Delta Days at Houston City Hall on June the 6th. And we will need to $500.

**Motion: That Katy Area Alumnae participate in Delta Days at City Hall at a cost of $500. Motion Second: Soror LaToya Ricketts**

**VOTE: YES: 35 NO: 0 Motion carries**

**Motion: (Soror April Inman. Second Soror Corlice Mims) The funds come from the contingency budget.**

**VOTE: YES: 37 NO: 0 Motion carries**

**Δ  Program Planning and Development Francine Hollingsworth, Chair**

* Discussed the PP & D 2023-2024 Calendar activities.

 **Motion: to accept the program calendar for the program calendar for the 2023- 2024 calendar year.**

 **VOTE: YES: 37 NO: 0**

* Proposed PP & D Activities
	+ Starting in October through May 2024, we propose community service projects with local organizations, the Katy Area ISD School District.
	+ January Founders Day/MLK Junior Day of Community Service event
	+ March collaborate with Membership services to have a sisterhood community service activity.
	+ May we propose to have a May Delta Honors Award celebration to highlight our youth initiatives.
	+ Implement Arts and Letters Committee this Sorority year.
	+ September through May, we're going to have a book club that focuses on banned books. Dates to follow. September through May, National Arts and Letters Commission suggests movies and TV shows to have red carpet events, so we're going to follow those guidelines and have red carpet events in our service area. And the
		- Crimson Stage production, looking for opportunities to host
		- A writing competition and partnering with the scholarship committee
	+ Economic development.
		- Will continue their series of generational wealth. First workshop is in September focusing on investment planning workshop.
		- November, they're proposing to have a business development series focus on growth, finance and taxation.
		- January and February Creative financing - How to use your money to make money.
		- March - Workshop on how to pay for college and this will be focused on parents that are getting ready to send their children off to college and also seniors and juniors learning what are the steps into preparing for college finances. And then
		- April we will have a chapter challenge focus on black-owned businesses,
	+ Educational development
		- Delta Academy will be focused on the \_\_\_\_\_\_
		- October and November focus will be on political awareness and involvement.
	+ Overview of PP & D monthly activities:
		- February, International Awareness and Involvement
		- March of physical and mental health,
		- April economic development and then
		- May Perform a community service and end of the year celebration.
		- Next Sorority year, we're planning on kicking off the Delta Gems program involving participants from Delta Academy
		- Emergency Response Team
			* September volunteer with the Katy Area Safety Festival.
			* October, annual ERT training and this will be during the chapter meeting.
				+ Car safety check partnering with agencies such as the fire department.
				+ April, safety sitter class. And this is for children that want to be babysitters and establishing partnerships with agencies like the fire department.
		- International Awareness and involvement
			* October. International Day of the Girl partnering up with the Delta Academy.
			* November. World Children's Day and partnering with Delta Academy
			* December, World AIDS Day.
			* January 2024 Human Trafficking Awareness Month having a program to highlight that topic
			* February - Feed the Hunger community service event.
			* March - International Women's Day and will participate with our National international awareness and involvement Initiative
		- Physical and mental health in
			* September going to focus on suicide prevention mental health awareness
			* October breast cancer awareness activities.
			* December - 22 Days of Christmas calendar of self-care activities
			* January Physical Activities: Big Fat Fun Track, Zuma Event,
			* February,
				+ Heart Month Activity
				+ National Wear, Red Day,
			* April. Blood Drive and sister network Breast Cancer Walk
			* May - Wellness and mental health fair and possibly partnering with another chapter or fraternity.

**Motion: to accept the program calendar for the program calendar for the 2023-2024 calendar year.**

**VOTE: YES: 37 NO: 0 Motion passes**

**Δ  Economic Development Chaka Matthew, Chair**

* Terri Simmons – reporting
	+ The committee presented the last installment for this year of Generational Wealth series. Information was presented on legacy and estate planning. There were 55 people in attendance not including the committee members. Stay tuned for the committee’s next installment of this particular series.
	+ Recap from the Generational series event, which was in April. This workshop had 40 people in attendance and there was great feedback. This workshop focused upon the emotional and mental aspect of getting into entrepreneurship.

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

* Soror Francia Hollingsworth reporting
* Provided budget report of Zydeco Line Dancing Event:
	+ Net profit $1970
	+ 70/20/10 split with scholarship, PPD programs, and start- up funds.

**Δ Internal Audit Felicia Farrar, Internal Audit Chairperson**

* A summary of the finding is listed below.
	+ No loss of financial assets exists, and good fiscal controls were not used during the period of review. The chapter earned a grade **B** and findings are as follows:
		- The deposits examined that included cash and was not initialed by Chapter President in accordance with Fiscal Officers Manual, Roles, and Responsibilities
		- The disbursements examined had no supporting voucher and receipts provided at the time of the audit in accordance with Chapter's Policy and Procedures, the Treasurer, Section 9. Disburses and processes chapter expense vouchers for reimbursement. Fiscal Officers Manual (Treasurer) Ensures a voucher system is used for the disbursement of funds.
		- The PayPal bank balance per the reconciliation does not match balance shown on PayPal statement.
* All calculations have been reconciled and balances as of March 31, 2023, are accurately reflected in the financial records.
* A copy of the Detailed Audit Report has been provided for the chapter’s records.

**Δ  International Awareness & Involvement Karla Hamblin-Selman, Chair**

* The committee recognized the whole chapter for their support, not just in international awareness and involvement in activities, but. Overall, every activity we've had I just see on enormous support, so kudos to the chapter.
* Sorors who were recognized for their support of IAI activities were names were randomly selected during the May Executive board meeting
	+ Soror Bianca Cuttington (?)

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

* Breast Cancer walk – April 29, 2023
	+ 28 walkers Raised $957.00 of $2020 goal.

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

* For the month of May 2023, the P&P committee is asking chapter members to read the Policies and Procedures in their entirety to prepare for a quick round of trivia at the May chapter business meeting.

**Special Committees**

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

* Presentations:
	+ Several presentations from persons running for political office.
	+ A member of Alpha Kappa Alpha Sorority, Inc. discussed the Texas Southern University Endowment Fund.
	+ Presentation on the 6th annual Charity Defamation Awareness. She is providing a parade for the survivors Sunday, September 24 at The Bottom and the Value Center and tickets are $40.
	+ President and Committee would like to thank all who participated in the Greek weekend. April 28th through 30th.
	+ The United We Stand Blood Drive was a partnership with MD Anderson Cancer Center was held on site and the Greek picnic. It was a great event.
	+ Chapter's participation in the Greek Picnic 10th contest, they thanked all the chapters who participated in the Tent Decorating contest. Our chapter came in second place. The members of Alpha Kappa Alpha came in first place and the members of Kappa Alpha Psi came in third place.
	+ June Social is June 12 at 6:30pm. Cost of tickets are $75.
	+ June Shred day and school drive. If you have any documents that need to be shredded, you can come out on June 3rd between 10:00 AM and 2:00 PM. They'll be the large shredder there and they'll shred. There will also be school supplies. People can drive by drop off school supply and then we give it to a local school.

**Δ Unfinished Business**

* Presented Soror Francina Hollinsworth, our second Vice President and is now in her official capacity.

**Δ New Business**

**Δ Condolences & Courtesies Gaylord Simpkins, Co-Chair/**

* Months of March, April, and May:
	+ Month of March
* we offered our condolences to Soror Ricketts in the loss of her aunt.
* A card and a gift card was mailed to Soror Anita Williams in the loss of her sister.
* A card and gift card was mailed to Soror Lillian Walcott and the loss of her grandmother
* Thank you cards received Soror Lillian Walcott
* For the month of April
* There were no courtesies and the
* month of May. And card and
* gift card was mailed to Soror Jean Baptiste in the loss of her mother-in-law.
* offer our condolences to the family of Soror Lewis. The Omega Omega service was conducted on May 13th and Sorors who wished to send cards
* or gift cards to support her children during this time. Please send them to the Lewis family care of Angela Simmons. 5114 Cypress Willow Dr. Cape Texas 77449.

**Δ Announcements**

**Δ Adjournment**

* Motion: Soror April Inman moved to adjourn the May 8, 2023, Executive Board Meeting. It was seconded by Soror Corlice Mims

**VOTE: by unanimous consent**