**Delta Sigma Theta Sorority, Inc.**

**Inkster Alumnae Chapter ∙ Executive Board Meeting Minutes**

**Thursday, September 22, 2022**

**CALL TO ORDER**

Meeting called to order at 6:00 PM by Soror Vivian Kirkland

Quorum present at 6:00 PM

Prayer: Soror Shai James-Boyd

**Location:**

Google Meet <https://meet.google.com/rdm-svwm-vnr>

**Agenda and Minutes**

* Adoption of Agenda for September 22, 2022
  + Edited to reflect correction of date from September 22, 2021 to September 22, 2022
    - Moved by Soror Leslie Grace
    - Seconded by Melissa Crumbey
    - Vote by consensus- Approved 100%
* Minutes of September 8, 2022 were approved as distributed

**COMMUNICATIONS: Soror Toi Flynn**

**CORRESPONDING SECRETARYSEPTEMBER REPORT**

* **National Mail**: N/A
* **Regional Mail**: N/A
* **General Mail:** (2) pieces of mail collected - (1) PO. Box 09/14/22
* (1) Card - Soror Elizabeth Gilreath
* **Email:** (29) received (18) sent
* **Other Correspondences:**
* (0) Dues payment
* (1) Chase correspondence
* (0) checks
* **Committee Mail**: N/A

**TREASURER’S REPORT / FINANCIAL SECRETARY: Soror Tanisha**

***Financial Committee Report*2022 – 2023 Sorority Year Financial Recap (as of 9/30/2022)  
Total CY Financial Members (as of 9/21/2022) 120**

**Treasurer: Tanisha Hester; Assistant Treasurer: Kmbali Carey**

**Financial Secretary: Joi Miller; Assistant Financial Secretary Monik Thomas**



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**ADMINISTRATION**: **Soror Vivian Kirkland**

**President: Vivian L. Kirkland**

* **September National News**
  + 9/8 National PPD Committee Updates
  + 9/9 Risk Management Recertification
  + 9/9 Delta Red Carpet Film: The Woman King
  + 9/10 Good Health Wins
  + 9/12 Midterm Elections 2022 Webinar (9/20)
    - Did anyone register?
  + 9/13 Delta Authors Directory Call for Submissions: deadline 9/23
    - Did anyone submit?
  + 9/18 2022 Election Organizing Guide
    - DST Voter Ready Photo Frame available
* **September Regional News**
  + 9/9 Regional Newsletter
    - Regional Leadership Team Application: deadline 9/16
      * Did anyone apply?
    - Poll workers needed for Michigan
      * Anyone planning to sign up?
    - DID Trainer for 2022-24: deadline 9/25
      * Did anyone apply? Planning to apply?
    - Our Sister’s Keeper
      * Supporting our Sorors of the Southern Region (water crisis)
      * Do we wish to support as a chapter?
        + 2 chapters impacted
        + Amazon links
  + Discussion:

President- Would you like to support chapters effected by the water crisis.

Boyd/President- We can support without effecting chapter budget by using Amazon links. One pallet of water is $500.

Lisa Harrington-Shorter, ERT- We can take donations at October and November meetings since they are in person to collect for the pallets.

* Motion to take collection at October and November chapter meeting to support Soror effected by water crisis.
  + Moved by Soror Lisa Harrington Shorter
  + Seconded by Tanisha Hester, passed 100% by consensus vote.
* **September Local News**
  + **THANK YOU!! My birthday well wishes via calls, texts, Facebook, cards and gifts were greatly appreciated!!!**
  + **Leadership Day Reminder**
    - Elevate Our Presence:
      * hold events in different cities in our service area
    - Enhance Our Sisterhood:
      * build two new relationships within IAC
    - Empower Our Youth and Communities:
      * remember to find the ones who support our events who you follow up with
* **IAC National Convention Chartered Bus (Inquiry update)**
  + - 36 responses (9/20)
      * 1 No
      * 4 Maybe
      * 31 Yes
    - Amount willing to pay:
      * 2 $100 - $149
      * 30 $150 - $174
      * 4 $175 - $200
    - Length of stay:
      * 7 4 days (day start/day ends
      * 24 5 days (day before convention starts/leave day it ends
      * 5 6 days
    - Questions:
      * Date of convention?
      * Payment plan?
      * Price to include room?
  + Discussion
  + Hester/President: If we had a payment plan the budget finance committee would have to manage that.
* **Things to Remember**
  + - Budget Review
      * Budgets are reviewed in Eboard before presented in chapter meeting
        + Discussions of detail should take place in Eboard
    - Motions
      * Please review Robert’s Rules of Order
    - IAC P&P
      * Please read (re-read) the chapter’s P&P
      * The items we voted on have not been approved yet; we are still operating under the P&P we followed last sorority year until further notice
    - Absences
      * Please let me and Soror Recording Secretary know you will be absent from Eboard or Chapter Meeting
      * Let us know who will read your report in your absence
    - No full reports during chapter announcements
* IAC Chapter Scarves
  + 16 for sale
  + $30
* IAC Economic Development Chair Needed
* IAC Signature Event – Adhoc Committee – Tora Abram will Chair
* Thank you to all who Elevated, Enhanced and Empowered for September!

**PROGRAM PLANNING AND DEVELOPMENT: Soror Larissa Barclay Abrams**

* PPD 1:1 meetings
* Calendar Updates
* Committee Update Meetings - Sunday evenings before Eboard, Next meeting
* October 23rd 8pm
* Background Checks
* Risk Management Trainings –September 25th (Delta Academy & Delta G.E.M.S. participants, parents, and volunteers), October 23rd (Sorors), and November 6th
* October 15th – Regional Impact Day of Service

**MEMBERSHIP**: Soror Melissa Crumbey presented by Soror Leslie Grace

**Past Event: None**

**Upcoming Event:**

* **Round Up 2022 participant feedback presented**
* ~100 registered Sorors
* 5 Vendors
* **October Birthdays and September Anniversaries Presented**
* **Care and Concern**
* Soror Arlice Nobles in the loss of her husband, Mr. Calvin Nobles
* Soror Dana Jordan in the loss of her mother, Ms. Brenda Hall
* Soror LaTanya Beanum, in the loss of her aunt, Ms. Denise Beanum LeDoux (also cousin of Soror June Carter)

**DELTA ACADEMY:**  Soror Kennetha Thompson presented by Soror Lisa Harrington Shorter

**Past Events: None**

**Upcoming Events: Risk Management Training and Orientation**

* + - Sunday, September 25th
    - 3-4:30pm (virtual)
    - Delta Academy Induction
    - Saturday, October 1st
    - 12-2pm
    - Caroline Kennedy Library
    - Budget/Finance- All Receipts Submitted \_\_n/a\_\_\_\_ Date \_\_\_\_\_\_
    - Demographic Form Submitted \_n/a\_\_\_\_\_ Date \_\_\_\_\_\_
    - Participant Evaluation Form Submitted \_n/a\_\_\_\_\_ Date \_\_\_\_\_\_

**GEMS: Soror Jazmyn Bradford**

* **Chair: Jazmyn Bradford Co-Chair: Karisha Floyd**
* **Past Events: General Body Meeting** (Goal Setting) on Thursday, September 15, 2022 (17 GEMS and 5 Advisors attended)
* **Upcoming Events: General Body Meeting** (College Preparation) on Thursday, October 20, 2022 from 6pm to 8pm at the Caroline Kennedy Library of Dearborn Heights
* **Project HER** (Upcoming Service Project with Delta Academy): Accepting donations at next Chapter meeting and specific items requested will be sent via email and on social media

**SCHOLARSHIP & FUNDRAISING:** Soror Courtney Townsel presented by Soror Charmese Armstrong

Chair: Dr. Courtney Townsel Co-Chair: Charmese Armstrong

**Past Events: none**

**Upcoming Events:**

* **Scholarship Applications will go live next month**! Stay tuned for email correspondence with application information and dates.
* **Wayne/Westland HBCU College Fair –** Stay tuned for email correspondence with more event details and how to participate!

**ADS & Publicity: Soror Paula Wiley**

* Past Events: Social Media posts for Regional Director Brittani N. Blackwell and Soror Bridget Graham, Flyers for Round Up and The Woman King PowerPoint for Round Up
* Upcoming Events: October events
* Chairs, please submit your Publicity/ICT Services Request form as soon as you can. If you need a refresher on the submission process, please reach out to Soror Wiley at publicity@inksterdeltas.org

**Arts & Letters: Soror Charis Bly**

* **NO REPORT**
* President Kirkland would like to remind everyone that we are gearing up for Wakanda Forever

**AUDIT: Soror Adrena Crowder**

Delta Sigma Theta Sorority, Incorporated

For the Period April 1, 2022 to June 30, 2022

**SUMMARY AUDIT REPORT:**

The Internal Audit Committee completed a review of the financial records of Inkster Alumnae Chapter of Delta Sigma Theta Sorority, Incorporated for **Q4,** period **April 1, 2022 to June 30, 2022**. The review included a review of the chapter budget, 25% validation of disbursements, 50% validation of deposits, 10% validation of PayPal transactions and 100% validation of membership dues collected during the period.

No material loss of financial assets exists. **Internal controls are present, accurate and consistent practices throughout the audit period were represented**, which led to findings as outlined below.

The **Q4** **findings\*** -None

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***.

The audit was completed on July 24, 2022 and will be uploaded into the Red Zone **before August 01, 2022** by the Internal Audit Chair, Adrena Crowder

**DETAILED AUDIT REPORT:**

**Internal Audit Components**

1. Bank Balances
2. Bank Reconciliations
3. Merchant Accounts
4. Online Banking
5. Automatic Check Deposits
6. Disbursements
7. PayPal
8. Budget
9. Receipts Verification
10. Dues Verification

**Detailed Findings and Recommendations**

This section will only detail the components of the audit that has findings represented and/or associated recommendations.

**DISBURSEMENTS (Audited by Kym Maynor LeGreair, LaTonya Floyd, Christonna Campbell)**

**Findings:**

**MEMBER DUES AND VALIDATION – (Audited by Sorors Latanya Floyd, Christonna Campbell and Kym Maynor LeGreair)**

Overall member dues reconciliation represented compliance with Audit requisites and/or Grand Chapter approved exceptions\*.

**COLLEGIATE CONNECTION– Soror TaQuinda Johnson**

* **NO REPORT**

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**COMMUNITY SERVICE:** **Soror Gabrielle Thomas**

* **NO REPORT**

**DELTA DEARS: Soror R. Lorraine Hurst**

* **NO REPORT**

**ECONOMIC DEVELOPMENT: Open**

* **NO REPORT**

**EMERGENCY RESPOSE TEAM**: **Soror Lisa Harrington Shorter**

* **NO REPORT**

**HERITAGE AND ARCHIVES: Soror Shareia Carter**

* **NO REPORT**

**HOUSING AND PROPERTIES:** Soror LaTanya Beanum presented by Soror Leslie Grace

**Past Events: None**

**Upcoming Events: Fall Clean-up October 22, 2022, 11:00 – 1:00**

* Need Chair or Co-Chair
* Committees will sort, label, and itemize
  + Recommend clear storage bins
  + Usable items

**INFORMATION, COMMUICATION & TECHNOLOGY:** **Soror Ashley Hardison**

* + **NO REPORT**

**INTERNATIONAL AWARENESS & INVOLVMENT: Chair Soror** **Rhonda Fowler**

* **NO REPORT**

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**NPHC : Chair** Soror Laurecia Smith-Witherspoon presented by Soror Jessika Kennedy

* **Past Events: NPHC Greek Weekend**
* **Upcoming Events: Metro Detroit NPHC Adopt –A-Road Clean Up**
  + Saturday, October 1st, 2022 11:00am
  + Meet up : Family Dollar 18201 Schoolcraft Detroit, MI 48223
  + Clean Up:
  + Schoolcraft (Between Evergreen and Southfield Freeway)

**PHYSICAL MENTAL & HEALTH:** Soror Kamisha Stevens presented by Soror Lisa Harrington-Shorter

**Chair: Kamisha Stevens Co-Chair: Krystal Martin**

**. Krystal Martin**

* **Past Events: N/A**
* **Upcoming Events: “Sista Strut” on October 1st** 
  + Your participation and $20 donation will help to continue the tradition of heightening the awareness of Breast Cancer in our community. Look out for email and social media blast for registration link.
  + Location: Spirit Plaza downtown Detroit
  + Check-in starts 8:30
  + Event starts at 9 am

**POLICY & PROCEDURES: Soror Paula Wiley**

* **NO REPORT**

**SOCIAL ACTION:** Soror Karen Braxton presented by Soror Donna Wilson

* **Past Events:**
* **PCCS School Board Forum** (09/19)
* **Upcoming Events:**
* **Race to the Bench: Judicial Candidates Forum (virtual)**
  + 10/18/2022 @ 6:30 p.m.
* **WWNAACP Freedom Fund Dinner**
  + Crystal Gardens (Southgate)
  + 10/16/2022 @ 4:30 p.m.
* Budget/Finance- All Receipts Submitted \_\_\_N/A\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_
* Demographic Form Submitted \_\_X\_\_\_\_ Date 09/20/2022
* Participant Evaluation Form Submitted \_\_X\_\_\_\_ Date 09/20/2022

**NOMINATING: Soror Jenita Moore**

* **NO REPORT**

**UNFINISHED BUSINESS:**

* **Soror Leslie Grace**
* ICT, please notify the recording secretary of the email address of the new ad hoc committee as soon as possible to ensure that they receive proper committee correspondences.

**NEW BUSINESS:**

* **Soror Lisa Harrington-Shorter, ERT**
* ERT will have fillable Red Envelope inserts and envelopes at the chapter meeting.
* The ERT announcement is just for in-person events and meetings
* **President**
* We voted to be in-person the months of October and November, as well as, April through June.

**ANNOUNCEMENTS**:

* **None**

**ADJOURNMENT:**

**Motion to adjourn meeting, Soror Tanisha Hester, seconded by Soror Monik Thomas . Motion carried unanimously by consensus vote. Meeting adjourned 7:23 ;PM.**

Minutes respectfully submitted,

Soror Leslie V. Grace

*Received by Inkster Alumnae Chapter President, Vivian Kirkland\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*