**Delta Sigma Theta Sorority, Inc.**

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

**Saturday, October 08, 2022**

**CALL TO ORDER**

Meeting called to order at 11:34 AM by Soror Vivian Kirkland

Quorum present at 11:34 AM

**Location:**

American International Academy

300 Henry Ruff Rd.

Westland, MI 48185

**Agenda and Minutes**

* Adoption of Agenda for October 8, 2022
	+ - Moved by Soror Carolyn Kimbrough
		- Seconded by Soror R. Lorraine Hurst
		- Vote by consensus- Approved 100%
* Minutes of September 10, 2022 were approved as distributed

**COMMUNICATIONS:** Soror Toi Flynn presented by Soror Leslie Grace

**CORRESPONDING SECRETARYSEPTEMBER REPORT**

* **National Mail**: N/A
* **Regional Mail:** N/A
* **General Mail**: (9) pieces of mail collected
* (3) PO. Box 09/14/22, 09/29/22, & 10/07/22
* (2) Card - Soror Elizabeth Gilreath & Soror Jenita Moore
* (1) Invitation - Omega Psi Phi Fraternity, Inc. Nu Omega Chapter
* (1) Campaign letter/flyer (3rd Circuit Court) - Soror Lakena Crespo
* **Email**: (66) received (38) sent
* **Other Correspondences:**

(0) Dues payment

(2) Chase correspondence

(0) checks

(1) American Express correspondence

(1) Energy Transfer correspondence

* **Committee Mail**: (1) English Gardens Statement

**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, 24 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, 29 Midterm Elections 2022 Webinar
* 9/13 Delta Authors Directory Call for Submissions
* 9/18 2022 Election Organizing Guide
* Voter Ready Photo Frame
* 10/3 2022 Delta Candidates Directory: Due 10/12
* 10/5 2023 Delta Heritage Celebration Awards: Due May 1st
* Madam National President’s Theme:
* Moving Forward with Fortitude:
* Engaging Our Sisterhood, Empowering Our Communities, Elevating Our Impact
* **September Regional News**
* 9/9 Regional Newsletter
* Regional Leadership Team Application
* Poll workers needed for Michigan
* DID Trainer for 2022-24
* 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
* **September Local News**
	+ **THANK YOU!! My birthday well wishes via calls, texts, Facebook, cards and gifts were greatly appreciated!!!**
* **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-
	+ Soror Ingrid Wilson Johnson will charge the exploratory committee for the bus.
	+ We do not know the date for the National Convention- Kirkland
	+ A payment plan will not be available-Miller
* **IAC Chapter Scarves**
* 16 for sale
* $30
* **IAC Economic Development Chair Needed**
* **IAC Signature Event – Adhoc Committee**
	+ Soror Tora Abram will chair the committee
* **Vacations: President and 1st VP on vacation 10/12 - 17**
* **Thank you to all who Elevated, Enhanced and Empowered for September!**
* The chapter will meet face to face in November, April, May and June. Virtual all other months

**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
	+ First Step Domestic Violence and Sexual Assault Center
	+ Collecting textured hair products and personal hygiene products
	+ Booker T. Dozier Center on Middlebelt Rd.

**MEMBERSHIP**: Soror Melissa Crumbey presented by Ndambi Gillespie

**Past Events:**

* **Round Up 2022 – Feedback at-a-glance-**Sorors gave feedback and opinions on 2022 Round Up

**Upcoming Events:**

* **Worship In Unity**
* Sunday, October 16th
* 10 a.m.
* Burning Bush International Ministries
* 30355 Annapolis
* Westland, MI
* **October Birthdays and Delta Anniversaries listed**
* **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, Soror Denise Beanum LeDoux (also cousin of Soror June Carter)
* Sorors Kellie Garner & LaTanya Burge, in the loss of their mother, Ms. Mitzi Massey

**DELTA ACADEMY: Soror Kennetha Thompson**

**Past Events:**

* **Risk Management Training on Sept 25th**
* Delta Academy Induction on Oct 1st
	+ - * Keynote Speaker-Mrs. Terri Weems, President of Detroit Employment Solutions Corporation
			* 10 participants (5 new girls and 5 returning girls)-see attached pictures
			* Thank you to the entire Delta Academy committee for an outstanding Induction!

**Upcoming Events: Leadership and Self Esteem Workshop**

* + - * + Saturday Nov 5th
				+ 12-2 pm

 Location: TBD

* Budget/Finance- All Receipts Submitted \_\_yes\_\_\_\_ Date \_\_\_Oct 1, 2022\_\_\_
* Demographic Form Submitted \_yes\_\_\_\_ Date \_\_Oct 1, 2022\_\_\_\_
* Participant Evaluation Form Submitted \_yes\_\_\_\_\_ Date \_\_Oct 1, 2022\_\_\_\_

**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 Tiffani Abrams

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**

**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 **Q2** **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**

**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:**
* **Metro Detroit NPHC Adopt –A-Road Clean Up**
	+ Saturday, October 1st, 2022 11:00am was cancelled
* **Upcoming Events:**
* N/A

**PHYSICAL MENTAL & HEALTH:** Soror Kamisha Stevens presented by Soror Leslie Grace

**Chair: Kamisha Stevens Co-Chair: 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:**

* **None**

**NEW BUSINESS:**

* **None**

**ANNOUNCEMENTS**:

* **Dears-** will meet after the meeting
* **Arts and Letters**
* Bly- Black Panther Event
	+ November 10, 2022, Emagine Canton
	+ $31/Person- ticket, drink, popcorn
	+ White attire requested
* **GEMS**
* Bradford-Donation of personal items for GEMS is coming up Saturday 11/5
* **ERT-**Shorter- Red envelopes are available for those that have filled out inserts.
* **ICT-**T. Johnson- please reply to ICT to let them know who your point person is.
* **Jessika Kennedy-** W.W. N. A.A.C.P is looking for opportunity to collaborate with youth organizations.

**ADJOURNMENT:**

**Motion to adjourn meeting, Soror C. Kimbrough, seconded by Soror S. Farver . Motion carried unanimously by consensus vote. Meeting adjourned 1:23 PM.**

Minutes respectfully submitted,

Soror Leslie V. Grace

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