

Delta Sigma Theta Sorority, Inc.
Inkster Alumnae Chapter • Executive Board Meeting Minutes
Thursday, November 9, 2017

CALL TO ORDER

Meeting called to order at 6:01 PM by Soror Tiffany Taylor Tait

Agenda and Minutes

The November General Body agenda was presented for approval.

- Soror Sims motioned to accept the November 2017 Executive Board meeting agenda; seconded by Soror Baptiste Unanimous approval. Motion carried.
- Soror Sims made a motion to adopt the October 2017 Executive Board minutes; seconded by Soror Bell. Unanimous approval. Motion carried.

COMMUNICATIONS: Soror Alisa Smith

National Mail: N/A

National Mail: N/A

Regional Mail: N/A

General Mail: Returned mail

Committee Mail: N/A

Other Correspondence:

A. Financial:

- ▶ English Garden statement (1)
- ▶ Refund Check (Cluster)

TREASURER’S REPORT / FINANCIAL SECRETARY: Soror Wenonah Handschu and Jami Umstead:

October

- ▶ Beginning Balance (*all accounts*) \$89,463.14
- ▶ Total Receipts (*all accounts*) \$7,906.23
 - 2017 MI/OH State Cluster, 2017 Round-up, 2017 Holiday Luncheon, A&L, Scholarship
- ▶ Total Expenses (*all accounts*) \$50,266.91
 - Admin, Membership, IC&T, Arts & Letters, 2017 MI-OH State Cluster, Scholarship
- ▶ Ending Balance (*all accounts*) \$47,102.46
- ▶ Total Difference \$0.00
- ▶ 2017 MI-OH State Cluster:
 - Receipts (*503 Registrations & 14 vendors*) \$56,767.47
 - Expenses \$49,968.65
 - Funds returned to IAC (*seed money allocated in April 2017*) \$6,000.00
 - Difference (*\$500 MWR pre-approved to cover additional audit related expenses & \$298.82 to DREF*) \$798.82
- ▶ 2017 – 2018 SY Financial Sorors (*as of 10/31/2017*) 88
 - In-Process 1
- ▶ 2017 – 2018 SY Budget (*current shortfall*) \$5,214.60

Line Item	Current Budget	Decrease	New Budget	Rationale
Meeting Set-up	\$300	\$300	\$0	Line item no longer needed
Arts & Letters	\$500	\$250	\$515.64	New budget includes \$265.64 earned from Red Carpet

GEMS	\$1000	\$500	\$500	Changes from Grand Chapter policies to fund raising
NPHC	\$360	\$160	\$200	Removed event ticket cost from original request
EMBODI	\$80	\$80	\$0	Inactive
Local Ads	\$1000	\$300	\$700	Align with 2016 – 2017 SY spend = \$695
Physical & Mental Health	\$600	\$100	\$500	Align with other committee budgets
Voter Registration	\$300	\$300	\$0	No upcoming elections, move to 2018 – 2019 SY Budget

In addition, we need to retain the \$6000 seed money from the 2017 MI/OH State Cluster versus returning to savings to cover the current shortfall.

ADMINISTRATION: Soror Tiffany Taylor Tait

- ▶ THANK YOU! SORORS!
- ▶ Chapter Picture and Headshots
- ▶ Political Awareness and Involvement HIV Awareness Seminar for Seniors Sat. 11/4/17
- ▶ Delta Academy Induction Ceremony Sat. 10/14/ Δ Academy & Community Service Partnership Gleaners Bank Service Day Sat.11/4/17
- ▶ Economic Development Flex Your Financial Muscle Investment Series Tues.10/17& 10/24;Cash Mob S&S Intimates Sun. 11/5/17
- ▶ Heritage and Archive Reactivation Kickoff Meeting Mon.11/6/2017
- ▶ Physical and Mental Health Breast Cancer Awareness Display
- ▶ Political Awareness and Involvement School Fund Communication & Activism
- ▶ WELCOME! Soror Tammy Chambers Prince May Week 2018 Co-Chair
- ▶ Nominations and Elections Webinar Monday, November 6, 2017 9-11p.m.
- ▶ Finance Webinar Tonight@ 10p.m.
- ▶ Quarter 1 Audit Complete
- ▶ Audit Report Complete Montgomery & Company, PLLC Southfield, MI 10/19/17
- ▶ Budget Requests for Next Quarter
- ▶ Membership Intake Results/ What's Next for IAC?
- ▶ Chapter Participation in our IAC Events
- ▶ Strategic Communication Ideas for our Service Area
- ▶ Review and approve in advance all chapter publications and committee communications and commitments
- ▶ Eboard Meeting Location Caroline Kennedy Library (*except April 18, 2018)
- ▶ Monthly Chapter Meeting Location: Simmons Center Sisterhood Hour 10 a.m.
- ▶ I will continue to forward all email communication sent from interested stakeholders/ please follow-up with Soror 1st VP on any impending partnerships
- ▶ Committee Conference Calls send notification Office 365 to inform all members to encourage participation
- ▶ Complete Login of Office 365 account ict@inksterdeltas.org

- ▶ **National**
- ▶ DREF's Delta Relief Fund. Please visit www.deltafoundation.net to make your one-time donation today and/or sign up to pledge your tax deductible recurring gift of \$22 per month for the next twelve (12) months.
- ▶ Discontinuance of Membership Stickers Mailing Please be advised that National Headquarters will NOT produce or mail the traditional membership stickers to chapters and Members-At-Large (MAL) for the FY 2017 – 2018 or FY 2018 – 2019. **This**

decision was not made without significant consideration and research, however, the cost to produce, prepare and mail the stickers proved far too prohibitive. Saved \$15,000

- ▶ Delta Days In the Nation's Capital (DDNC) March 10-13th 2018 More Information Forthcoming

Regional

- ▶ 48th Regional Convention Cincinnati, Ohio August 16, 2018 Mark Your Calendar

ACTION ITEMS:

- ▶ Budget Recommendations
- ▶ UPCOMING EVENTS (within 30-60 days):
- ▶ Scholarship Clinic Saturday, November 11, 2017 1p.m. Caroline Kennedy Library Open to the Public
- ▶ Holiday Celebration Hayden's Bar and Grill Saturday, December 2, 2017 immediately following chapter meeting Affairs by Elegance Westland, MI
- ▶ Socks for Seniors December 3, 2017
- ▶ Community Service December 15, 2017
- ▶ HOLIDAY RECESS 2017
- ▶ Founders Day Celebration January 2018

UPCOMING EVENTS (within 30-60 days):

- ▶ Red Carpet Event Tomorrow October 13, 2017 at 6pm Emagine Theater Canton, MI. \$20
- ▶ MI/OH Presidents Council Meeting Saturday, October 21, 2017 1:00 p.m.
- ▶ Chapter Picture Monthly Saturday, October 28, 2017 (Eboard promptly at 9:30 a.m.) Attire; Black Blazer, Solid Red Dress, Pearls, Neutral Hose, Black Shoes, & Our Chapter Picture

PROGRAM PLANNING: Soror Kennetha Mentor

PAST EVENTS

- ▶ Great events/activities:
 - Economic Development (Flex Your Financial Muscle Workshop and Cash Mob at S&S Intimates)
 - Physical and Mental (Breast Cancer Awareness Month)
 - International Awareness (HIV Awareness in Senior Citizens Workshop)
 - Delta Academy and Community Service (Gleaners Food Bank Service Project)

UPCOMING EVENTS

- ▶ Background Screenings are due November 15.
- ▶ Committee chairs please make sure you complete the Demographics Form within 2 weeks of your events and submit to 1stvp@inksterdeltas.org.
- ▶ Committee chairs please review the Midwest Region Awards submission form sent out via email on October 22, 2017. We are planning to submit for awards in every category. If you need assistance, please see Soror Mentor.

MEMBERSHIP: Soror Juanita Bell

Midwest Region Retention & Reclamation

- ▶ Midwest goal of reclaiming 650 members. We need all sisters on deck to reach those who have been away and show them how much more powerful the sorority can be with them in the number. What better way to continue our efforts than to utilize one of our most used powerful communication tools...Social Media.

Here is your charge: On the 13th of every month, starting with November, copy the designated phrase with hashtags and post to your Facebook page, tagging your base of sorors (in the Midwest or not). Let's re-energize our sisters and put others on notice that Delta is a movement, not a monument.

NOVEMBER 13TH (add the #of years you've been a Delta)

- My DST Line Sisters, are as fly today as they were XX years ago. Together we can make a difference, will you join me...
- #dstGreekLife
- #dstmylinesistahsrock
- #dstredbottomretention

Upcoming Events:

- ▶ December 2nd IAC Holiday Luncheon (immediately following chapter meeting)
 - Hayden's Grill and Bar 39895 Ford Road, Canton MI (\$25.00 per person)
 - Please visit our website to register and make your luncheon payment via PayPal before November 26th.
- ▶ We are collecting socks for the Vista Maria Celebration of Homeless Children Holiday. Friday December 15th from 4-8 pm @ Comfort Inn-Livonia 29235 Buckingham Livonia, MI
- ▶ We will collect the socks at the November E-board and December Chapter Meeting as well as at the Holiday luncheon.

- ▶ Sisterhood gift exchange (Voluntary): If you would like to participate in the sisterhood gift exchange at the holiday luncheon, please bring a \$20.00 wrapped gift. We will play a fun gift exchange game at the luncheon.

CHAPTER ACKNOWLEDGEMENTS

- ▶ **December General Body hostesses:** Delois Cain, Patricia Cain, Mildred Campbell, Shareia Carter, Tracy Causey-Bryant, Darrilyn Childress, Eugenia Chunn, Onadette Coleman

BIRTHDAYS

- ▶ Adrena Crowder Nov 5th
- ▶ Vivian Flounory Nov 10th
- ▶ Rosalyn Fluker Nov 10th
- ▶ Ashley Hardison Nov 11th
- ▶ Rolanda Davis Nov 28th

DELTA ANNIVERSARY

- ▶ Michele Nelms 11/12/70
- ▶ Vivian Kirkland 11/19/89
- ▶ Kelly Miner 11/23/91
- ▶ Jenita Moore 11/23/91
- ▶ Traci Tounsel 11/23/91

DELTA ACADEMY: Soror Shareia Carter

Action Items:

- ▶ Please share your words of encouragement/wisdom with our young girls ages 10-14 on an index card and I will read a few of them at each of our sessions. Thank you to those who have responded.

PAST EVENTS

- ▶ We partnered with the Community Service Committee and volunteered at Gleaners Food Bank on Saturday, November 4 from 1-3:30pm. We shared a few of the words of wisdom/encouragement before we began our service project.

UPCOMING EVENTS

- ▶ Committee Conference Call, Wednesday, November 29 at 9pm (605-468-8003, 169951#)
- ▶ Community Service Project "Socks for Seniors", Sunday, December 3 Location and Time is TBA.

DELTA GEMS: Soror Danita Tucker

Past events

- ▶ At our last meeting the GEMS elected their officers: President-Mariah Tucker (senior), Vice President-Chantel Ledoux (senior), Secretary -Myranda Ivey (junior), Treasurer - Madison Brydie (sophomore) Chaplin - Kennedy Booker (sophomore).

Upcoming events

- ▶ Our next activity, we will be attending the IAC Scholarship Clinic, Nov 11th, 1:00pm-2:30pm at the Caroline Kennedy Library,
- ▶ For December we will be attending the Advantage Living Center, 25330 W. Six Mile, Redford, MI for bingo with the residents, Saturday, Dec 9th, 2:30pm-4:30pm. We are asking you to please bring socks, scarves, crossword puzzle books, etc. to our next chapter meeting Dec 2nd.
- ▶ Our next committee call is Dec 4th at 8:30

Scholarship/Fundraising: Soror Ayanna McConnell



Scholarship Clinic

SATURDAY 11.11.17

1:00-2:30 PM

CAROLINE KENNEDY LIBRARY

24590 GEORGE AVE

DEARBORN HEIGHTS, MI 48127

Learn from a recent college grad who earned
\$1,000,000 in scholarships!
Get tips on financial aid & scholarship interviews!
Virtual essay review available for high school seniors!

DOOR PRIZES REFRESHMENTS
COLLEGE BUDGET RESOURCES



Free and open to the public
Questions? Contact

ARTS & LETTERS: Soror Tracey Causey-Bryant

ACTION ITEMS:

- ▶ Color Purple Nov. 7th- 12th
 - Please bring ticket stubs to E-Board or Dec. Chapter Meeting for a gift card raffle

UPCOMING EVENT:

- ▶ Poetic Jazz Café, Feb. 9, 2018

Physical & Mental Health

PAST EVENTS

- ▶ Breast Cancer Awareness Informational Display Table

UPCOMING EVENTS:

- ▶ Go Red Women's Heart screening February 2018
- ▶ March of Dimes Walk April 28, 2018
- ▶ Mental Health Awareness May, 2018
- ▶ World Sickle Cell Awareness Day June 19, 2018

INTERNATIONAL AWARENESS AND INVOLVEMENT: Soror Hurst

- ▶ Join the International Involvement & Awareness Committee in wearing Red on Friday , December 1st for World's Aids Day.
- ▶ Conference Call on the 2nd Tuesday of each month at 9pm. Conference number(215) 895-2338 Access code: 861826

POLITICAL AWARENESS: Soror Lisa Harston-LeDoux

- ▶ Expungement Fair
May 19, 2018
American International Academy School, Inkster Campus
27100 Avondale St, Inkster 48148
Time: 10am-2pm
- ▶ Social Action /Political Awareness Moment
Destination 22: At least 22 sorors to donate \$22, to assist collegiate sorors to participate in DDNC. Donations due by 1/13/2018

- ▶ Next conference call: Wednesday, Nov 8, 2017 at 9:00pm
Dial in # 563-99-2090, access code# 393789

COMMUNITY SERVICE: Soror Treva Smith

PAST EVENTS:

- ▶ Conference call on November 1, 2017 at 8:00pm
- ▶ Partnership to serve at Triumph Church – Northville for their Harvest Night, due to low chapter participation was cancelled

UPCOMING EVENTS:

- ▶ Community Service will support the NPHC Celebration of Homeless Children at Vista Maria 20651 Warren, Dearborn Heights on December 15th 6pm – 9pm arrive at 4:30pm to help set up. Seeking volunteers for this event from our chapter and the community. Another opportunity to serve our community in available capacities. A link will be available for sign up under Events tab of website.
- ▶ Community Service will join voices with Delta Academy for Christmas Caroling date TBD.
- ▶ Community Service monthly conference call will be held the 1st Wednesday of each month at 8:00pm unless otherwise advised. Dial in number is 641-715-3580
- ▶ Access Code:687-899. The next conference call is December 6, 2017 at 8:00pm
- ▶ Community Service committee will be exploring a new red t-shirt for this biennium Stay Tuned Sorors!

ECONOMIC DEVELOPMENT: Soror Karisha Springer-Floyd

PAST EVENTS

- ▶ Flex Your Financial Muscle Financial Literacy Series Part I
- ▶ Stock Market 101 for Beginners
- ▶ Tuesday, October 17, 2017 @ 6PM – 8PM
- ▶ Flex Your Financial Muscle Financial Literacy Series Part II
- ▶ Stock Market 201 Fundamentals
- ▶ Tuesday, October 24, 2017 @ 6PM – 8PM
- ▶ Small Business Cash Mob
- ▶ Sunday, November 5, 2017 12PM – 5PM
- ▶ S&S Intimates, 23910 Carlisle St, Dearborn, MI

UPCOMING EVENTS:

City of Inkster Planning & Community Development Meeting

- ▶ Monday, November 20, 2017 @ 7PM – 9PM
- ▶ 26215 Trowbridge St, Inkster, MI - Council Chambers

Economic Development Committee Members: Karisha Springer-Floyd (Chair), Alicia Shivers (Co-chair), Richelle Barge, Onadette Coleman, Tamika Hall, Theola Jones, TyKia Lawal

NOMINATING

▶ **ACTION ITEMS:**

- ▶ To approve the proposed calendar for the 2017-2018 Nominating cycle.

▶ **UPCOMING EVENTS:**

- ▶ Nominating Committee Calendar
- ▶ October 28, 2017 Presentation of the Calendar
- ▶ Introduction and distribution of IAC Resource Bank Document
- ▶ December 2, 2017 Chat and Chew Preparation and Nominating Committee Positions
- ▶ Distribution and collection of IAC Resource Bank Document
- ▶ January 27, 2018 Chat and Chew Report – Corresponding and Recording Secretary
- ▶ February 24, 2018 Chat and Chew Report – Financial Secretary
- ▶ March 24, 2018 Chat and Chew Report – Leadership Summary and application review
- ▶ March 25, 2018 Application sent electronically to distribution of financial members
- ▶ April 4, 2018 Deadline to send nomination form to chapter PO Box or Committee email
- ▶ April 12, 2018 Presentation of Slate of eligible candidates – Executive Board meeting
- ▶ April 28, 2018 Presentation of Slate of candidates, nominations received from the floor
- ▶ May 10, 2018 Approved notification for the Notice of Elections for mailing
- ▶ May 26, 2018 Candidate Forum and Chapter Elections
- ▶ June 23, 2018 Installation of Officers
- ▶ Positions being filled for the 2018-2020 term:
- ▶ Corresponding Secretary
- ▶ Recording Secretary
- ▶ Financial Secretary

- ▶ The committee will look forward to informative monthly reports that will encourage sorors to consider leadership in our chapter and throughout the sorority. Chat and Chews will not be conducted during the fellowship hour, but briefly instead during chapter meeting to reach a broader audience and allow members and chairpersons to transact financial business.

Auditing Committee – Soror Tamara Moulton-Hunter

- ▶ 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 the period July 1, 2017 to September 30, 2017.
- ▶ The review included a 25% validation of disbursements, receipts, deposits, and 100% of membership dues collected during the period.
- ▶ A summary of the findings is listed below. No material loss of the financial assets exists. Inconsistent and undocumented fiscal controls were used during the period of review however, which can lead to a misrepresentation of the financial health of the chapter. Continued processing of the financial records in this manner can lead to losses of money in the future.
- ▶ Recommended changes should be made by the end of the sorority year.
- ▶ The findings are as follows:
 - ▶ The chapter is operating on “oratorical” policies and procedures in some cases.
 - ▶ Several processes need to be updated to include more detail.
 - ▶ Vouchers need to have all appropriate signatures and information filled out in its entirety/appropriately.
 - ▶ The chapter does not have a proper check registry.
 - ▶ Budget #'s do not reflect what was voted on, has data that should be removed, and does not accurately reflect that the chapter is over subscribed.
 - ▶ The chapter does not have any written policies and procedures for PayPal operations.
 - ▶ PayPal account is not properly setup in the Presidents name and still lists the past Financial Secretary Danita Tucker’s information.

All numbers have been reconciled and balances as of September 30th, 2017 are accurately reflected in the financials. A copy of the Detailed Audit Report has been provided for the chapter’s records. After review by the Chapter Internal Audit Committee, it has been determined that the chapter does not have satisfactory financial internal controls and the review supports the lack of their existence.

UNFINISHED BUSINESS:

Soror Tucker submit venue request - April 14th from 9-4pm

Soror LeDeoux will have a donation box for girls of various ages due at the upcoming Chapter meeting

Soror Hurst spoke about decorum at e-board and general meeting. Differences between each meeting

NEW BUSINESS:

Announcements:

Adjournment

Motion to adjourn meeting, Soror Handschu seconded by Soror Mentor. Motion carried unanimously Meeting adjourned at 8:24 p.m.

Minutes respectfully submitted,
Soror Delmeer Oliver