

Delta Sigma Theta Sorority, Inc.
Inkster Alumnae Chapter • Executive Board Meeting Minutes
Thursday, March 8, 2018

CALL TO ORDER

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

Agenda and Minutes

- Soror Linda Sims motioned to accept the March 2018 Executive Board meeting agenda; seconded by Soror Treva Smith
Unanimous approval. Motion carried.
- Soror Shareia Carter made a motion to adopt the February 2018 Executive Board minutes; seconded by Soror Treva Smith
Unanimous approval. Motion carried.

COMMUNICATIONS: Soror Alisa Smith

- ▶ **National Mail:** N/A
- ▶ **Regional Mail:** N/A
- ▶ **Committee Mail:**
- ▶ (1) Sisterhood Social
- ▶ **Membership**
- ▶ (3) dues payment
- ▶ **Finance**
- ▶ (1) English Gardens statement
- ▶ (1) Chase Bank mail
- ▶ **Events / Ads**
- ▶ Toledo Alumnae Chapter Ad request and invite
- ▶ 40th Annual Breakfast for M'Lady program
 - Saturday May 5, 2018
 - Hilton Garden Inn Perrysburg Ohio
 - Tickets \$45.00 includes brunch, entertainment and door prizes

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

2018 Financial Team Report (as of 2/28/2018)

- ▶ Beginning Balance *(all accounts)* \$49,310.19
- ▶ Total Receipts *(all accounts)* \$8,678.47
*A&L (\$1938.26), Membership-Events (\$1740.00), Membership-Dues (\$4700.00),
Scholarship (\$300.00), Interest (\$0.21)*
- ▶ Total Expenses *(all accounts)* \$5,256.95
*Admin (\$525.00), Arts & Letters (\$2124.52), Community Service (\$46.64),
Housing & Properties (\$125.64), May Week (\$250), Membership-Grand Chapter (\$900.00),
Membership-Events (\$1060.15), Political Awareness (\$225.00)*
- ▶ Ending Balance *(all accounts)* \$52,731.71
- ▶ Total Difference \$0.02
- ▶ 2018 – 2019 Budget Request due Thursday, April 12
- ▶ Budget Planning review webinar: Sunday, March 11 & Wednesday, March 21

Budget Request & Recommendations

Line Item	Current Budget	Increase / Decrease	New Budget	Reason for Change
Bank Fees	\$150	-\$100	\$50	Move \$100 to Financial Committee Line Item (reorder checks) more accurate representation of expense
Financial Committee	\$100	+\$63.50	\$263.50 (incl \$100 from bank fee)	Cover the cost of needed supplies (deposit slips, self-inking endorsement stamps, cash box)
Corresponding / Recording Sec	\$100	+\$6	\$106	Cost for chapter address self-inking stamp
PayPal Fees	\$0	+\$200	\$200	Add line item and cover PayPal Business Account monthly expense through June 2018 (\$30/month)
Super Saturday	\$100	-\$100	\$0	Move to Project Ace Line Item
Delta GEMS	\$750	+\$875	\$1625	Expenses to cover costs associated with Teen Summit, Induction and Year End Event
Program Planning	\$300	+\$50	\$350	Items to support April 2018 program planning session

Motion: Approve Budget Recommendations & Request, Moved by Soror Sims and second by Soror McConnell. Motion carried

ADMINISTRATION: Soror Tiffany Taylor Tait

Updates

- ▶ HAPPY SISTERHOOD MONTH SORORS!
- ▶ Delta Academy/ Delta GEMS/Economic Development Money Matters Workshop Thank you, Soror Karisha Springer- Floyd 3/3
- ▶ IAC Budget Process Review Webinars 2 options available
- ▶ Chapter Planning and Participation in our IAC Events/ Must Include a Budget
- ▶ Scholarship Donations Now Accepted Online! www.inksterdeltas.org click on the *Scholarships* then *Donations* tabs
- ▶ Midwest Missile (Showcase IAC Programming Events) Spring 2018 *Final Issue*
- ▶ Submission deadline: April 20th, see Soror Laurecia Witherspoon, Journalist
- ▶ Flyer and Social Media Publications; 5W's, Official Chapter Logo, E.N.G.A.G.E.M.E.N.T. in Western Wayne County since 1959, Chair, Co-Chair, and the Chapter President Names'
- ▶ Review and approve in advance all chapter publications and committee communications and commitments (1st VP)
- ▶ Thursday, APRIL 12, 2018 Eboard Meeting Location at the Simmons Center at 6 p.m.
- ▶ Sunday, April 29, 2018 22nd National President Dr. Gwendolyn E. Boyd, Guest Speaker Save the DATE!
- ▶ Monthly Chapter Meeting Location: Simmons Center Sisterhood Hour 10 a.m.
- ▶ Share any interested community partners, funding ideas, and in kind resources/service ideas
- ▶ Committee Conference Calls send notification through Office 365 to inform all members to encourage participation
- ▶ Login Office 365 account ict@inksterdeltas.org

National

- ▶ The Omega Omega Service for our 14th National President Frankie Muse Freeman will be held on Sunday, March 11, 2018 at 8 am in the International Ballroom of the Washington Hilton Hotel, 1919 Connecticut Ave. NW, Washington, DC 20009.

- ▶ Delta Days at the Nation's Capital, March 9th -13th 2018
- ▶ Delta Days at the United Nations, March 22nd -23rd 2018

Regional

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

UPCOMING EVENTS

- ▶ Sat. 3/10 Straight INTA Sisterhood is almost **HERE!** 4 p.m. Sheraton Detroit Metro Airport
- ▶ Sat. 3/24 Dance Theater of Harlem at Detroit Opera House 7:30 p.m.
- ▶ Sat. 4/7 Self Esteem/Leadership Workshop 12 p.m. Caroline Kennedy Library
- ▶ Sat. 4/21 Teen Summit 9 a.m. WCCCD
- ▶ MAY WEEK 14th- 20th 2018 Is Coming Mark Your Calendar!!!

PROGRAM PLANNING: Soror Kennetha Mentor

UPCOMING EVENTS

- ▶ **SAVE THE DATE:** Saturday, April 28, 2018-**MANDATORY** PP&D Planning Meeting for SY 2018-2019 for Committee Chairs and Co-chairs at 8:30am at the Simmons Center.
 - 2018-2019 Committee Calendars are due to the 1st VP by Saturday, May 5, 2018.
- ▶ Committee chairs please make sure you complete the Demographics Form within 2 weeks of your events and submit to 1stvp@inksterdeltas.org.
- ▶ Committee chairs-now is the time to complete your Award submissions for the 2018 Regional Conference. Award submissions are due May 31, 2018. The following categories include:
 - *Alumnae Chapter of the Year*
 - *Alumnae Soror of the Year*
 - *Delta Dear of the Year*
 - *Economic Development*
 - *Educational Development*
 - *International Awareness & Involvement*
 - *Physical & Mental Health*
 - *Political Awareness & Involvement*

ACTION ITEMS:

Budget request for PP&D Meeting on Saturday, April 28, 2018. See attached budget request.

MEMBERSHIP: Soror Juanita Bell

Upcoming events:

Sisterhood Social – Save the date!!!

- ▶ For sisterhood month, we will gather together to socialize, enjoy food, fun, games, music and more!
- ▶ Saturday March 10, 2018
- ▶ Sheraton Detroit Metro Airport
- ▶ Romulus, MI
- ▶ Executive hospitality suite (floor TBD at check in)
- ▶ 4 pm – until!
- ▶ Cost: \$25.00 each includes event bright fees.
- ▶ *If you'd like a specialty beverage – please feel free to bring it with you, however, water, juice/pop will be provided*

Action Item:

During the events we have coming up we can invite sorors and also use the #Reclaim4k hashtag on our posts for the following events:

- ▶ March: STRAIGHT INTA SISTERHOOD SOCIAL Saturday March 10th 4pm - until
- ▶ April: Cleaning the IAC Highway: Saturday April 21st, at 10 am.
- ▶ May: All May week events
- ▶ June: "Putt" your MIDS up – Sisterhood Putt Putt: Friday June 22nd at Armstrong's Funland in Belleville
- ▶ The Mighty Midwest, Each One Reach one initiatives also include a monthly Call-A-Thon during the 4th week of each month where either the Membership committee, chapter or designated Sorors commit to spend 1 hour contacting inactive Sorors inviting them back into the sisterhood.
- ▶ Please let me know if you are interested in participating this month. We can do it from our homes during an available hour of your time on Wednesday March 28th. I would just need you to send me the number of Sorors you were able to reach out to

during that time. For those who participate, please feel free to utilize the attached script as a talking point during your calls if you need it.

Care and Concern

- ▶ Please continue to lift our Sorors in your thoughts and prayers:
- ▶ Final Arrangements for Mrs. Lena Marie Glover, Sister of Soror Eunice Willis
- ▶ Saturday, March 10, 2018 Family Hour 10:00 a.m. Funeral 11:00 a.m.
- ▶ New Covenant Missionary Baptist Church 2345 Tyler Rd. Ypsilanti, MI 48198 (734) 483-5730
- ▶ Soror Willis is still recovering from a broken ankle.
- ▶ Soror Rolanda Davis broke her foot. She will have surgery on next Thursday 3/15. She is home resting comfortably.
- ▶ Soror Juanita Bell is home resting comfortably after her fall.
- ▶ Soror Wenonah Handschu, loss of her loved one, William Costa.
- ▶ Sorors Delois and Patricia Cain, loss of their beloved Uncle Elie Hales

BIRTHDAYS

- ▶ Kim Trent March 3rd
- ▶ Meredith Harper March 9th
- ▶ Jenita Moore March 21st
- ▶ Eugenia Chunn March 22nd
- ▶ Karisha Springer-Floyd March 22nd
- ▶ Treva Smith March 22nd
- ▶ Sharon Harris March 31st

DELTA ANNIVERSARY

- ▶ Lisa Harston-LeDoux March 2nd
- ▶ LaTanya Benum March 9th
- ▶ Delois Cain March 9th
- ▶ Patricia Cain March 9th
- ▶ Mildred Campbell March 9th
- ▶ Wenonah Handschu March 17th
- ▶ Juanita Bell March 20th
- ▶ Darrilyn Childress March 27th
- ▶ Linda Fowler-Sims March 28th
- ▶ Tykia Williams March 29th

AUDIT – Tamara 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 October 1, 2017 to December 31, 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:

- ▶ 1. The chapter is operating on “oratorical” policies and procedures in some cases. No change from Q1 reporting.
- ▶ 2. Several processes need to be updated to include more detail. No change from Q1 reporting.
- ▶ 3. The chapter does not have a proper check registry. No change from Q1 reporting.
- ▶ 4. Budget #'s do not reflect what was voted on and monies were spent on items not approved by the chapter.
- ▶ 5. The chapter does not have any written policies and procedures for PayPal operations. No change from Q1 reporting.
- ▶ 6. PayPal account is not properly setup in the Presidents name and still lists the past Financial Secretary Danita Tucker’s information. No change from Q1 reporting.
- ▶ All numbers have been reconciled and balances as of December 31st, 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. No change from Q1 reporting.
- ▶ The audit was completed on January 21, 2018 and uploaded to the Red Zone by the Internal Audit Chair on Feb 5, 2018. A meeting was scheduled on March 5, 2018 to review with the Finance Committee of which the Internal Audit chair and Treasurer were in attendance. There are currently no outstanding questions and meetings have been set for the Q3 audit and reviews

DELTA ACADEMY: Soror Shareia Carter

PAST EVENTS

- ▶ This past Saturday, March 3, 2018 we collaborated with the Delta GEMS & Economic Development committee lead by Soror Karisha Springer-Floyd, and young ladies learned “Money Matters”. See photos.

UPCOMING EVENTS

- ▶ Saturday, April 7, 2018, we will discuss self-esteem and leadership with the young ladies. This event will take place from 12-2pm at the Caroline Kennedy Library, 24590 George Ave., Dearborn Hts., 48127.
- ▶ Conference Call, Wednesday, March 28, 2018 at 9pm 605-468-8003, 169951#

DELTA GEMS: Soror Danita Tucker

Past Events: GEMS attended a Money Matters Workshop with Delta Academy, hosted by the Economic Development Committee, March 3rd, Money Matters with Delta Academy at the Caroline Kennedy Library. Girls learned how to write checks, learned about saving money, the importance of their credit score, etc. Speaker was Soror Karisha Floyd.

Upcoming Events

- ▶ April 21st, Teen Summit "Reversing the Irreversible", 10am-2:00pm, at WCCC-West Campus in Belleville. For males and females 9-12 grades. Breakout sessions include, Juvenile Justice Reform, Cyber Bullying and Entrepreneurship. We will also have a voter's registration table and raffles. Flyer will be available soon
- ▶ Committee meeting - 1st Monday of the month. Dial-in #(641) 715-3580 Access code #173883



SCHOLARSHIP & FUNDRAISING: Soror Ayanna McConnell

ACTION ITEMS:

- ▶ Donations are being accepted for the bi-annual \$100 scholarship donation.

- ▶ NEW!! Donations can be made online via PayPal at <http://www.inksterdeltas.org/scholarship.html>.

UPCOMING EVENTS (within 30-60 days):

- ▶ All Sorors are invited to participate in 2018 Scholarship Interviews, April 14-20.
- ▶ SAT April 14, 12-4:30 p.m. Location TBD
- ▶ SUN April 15, 12-4:30 p.m. Caroline Kennedy Library, Youth Program Room
- ▶ MON April 16, 5:30-8:30 p.m., Caroline Kennedy Library, Youth Program Room
- ▶ TUE April 17, 5:30-8:30 p.m., Caroline Kennedy Library, Youth Program Room
- ▶ WED April 18, 5:30 – 8:30 p.m., Location TBD
- ▶ THUR April 19, 5:30 – 8:30 p.m., Location TBD
- ▶ Please continue to distribute the IAC Scholarship Application to your networks, neighbors and faith families. Application deadline is April 10, 2018.
- ▶ Applications available online: <http://www.inksterdeltas.org/scholarship.html>

ARTS & LETTERS: Soror Tracey Causey-Bryant

ACTION ITEMS:

- ▶ Dance Theater of Harlem Sat. March 24th 7:30 pm \$55 each
 - Tickets will be available for pick up at eboard and chapter meeting on March 24th
 - 20 Main floor seats in rows T, U & V

POLITICAL AWARENESS: Soror Lisa Harston-LeDoux

Upcoming Events

- ▶ DDNC 3/9-3/13/18. IAC representative. (Bring IAC brochure)
- ▶ DDSC 4/17/18. IAC-parking
- ▶ Expungement Fair 5/19/18, 10am-2pm
- ▶ Next conference call: Wednesday, April 11th 9:00pm Dial in # 563-999-2090, access code# 393789

COMMUNITY SERVICE: Soror Treva Smith

UPCOMING EVENTS:

- ▶ SAVE THE DATE – Spring cleaning of Delta Sigma Theta Highway (Inkster Road & Michigan) April 21st at 9:00am. Sign up will be via online link under Events on the website as well as a sign up sheet at chapter meeting. There will be a lunch fellowship following the service project. Restaurant TBD.
- ▶ Community Service t-shirt for this biennium will be ready for our upcoming spring events. These will be Red traditional style t-shirt are NOT fitted style.
- ▶ Pricing:
 - \$10 for sizes Small – XL
 - \$12 for sizes XXL – 4XL
 - Pancake Breakfast for Samaritas Homeless Family Shelter in Wayne, MI on
- ▶ June 2, 2018 from 7am – 11:30am. Sign up is still available on our chapter website or contact Soror Treva Smith. Thank you to the Sorors that signed up for the original date and who have agreed to participate on this rescheduled date.

NOMINATING: Soror Tracy Featherstone-Tounsel

Nominating Form

- ▶ Eligible positions for the Inkster Alumnae Chapter's 2017-18 Election
- ▶ Corresponding Secretary Financial Secretary Recording Secretary
- ▶ Important Dates
- ▶ April 4, 2018 Deadline to send nomination form to chapter PO Box or Committee email
- ▶ April 12, 2018 (Recent) Presentation of Slate to Executive Board
- ▶ April 28, 2018 Presentation of Slate of candidates and nominations received from the floor
- ▶ Candidates may begin campaigning after they have been confirmed for eligibility and received expressed approval from the Nominating Committee. All confirmations will be complete on or before May 1, 2017.
- ▶ May 26, 2018 Candidates' Speeches and Election of Officers. Candidates shall prepare a speech, not to exceed two minutes and be prepared to answer an impromptu question related to the position being sought.
- ▶ June 23, 2018 Installation of Officers. Sorors are to wear all white attire.
- ▶ Campaign Guidelines
- ▶ Candidates may campaign and distribute campaign materials from confirmed eligibility to the beginning Nominating report at the May general body meeting.
- ▶ Total campaign expenses shall not exceed \$4 per financial member (as of March of the current fiscal year). For example, if

chapter membership as March 2018 is 88 then the total allowed cannot exceed \$352 dollars. Candidates must submit an expense summary with supporting documentation. These funds may be used for printed literature, mailing expenses, and campaign materials.

- ▶ Campaign must be limited to Inkster Alumnae Chapter. No social media pages or unrestricted groups. Email is permitted to the financial membership of the chapter. For local office, distributions are to originate from the candidate or her committee. The chapter email addresses or P.O. Box cannot be used as a return address or to conduct mail correspondence for chapter candidates.
- ▶ All materials must be professional, sisterly, and representative of the sorority.
- ▶ Candidates in violation of the campaign guidelines may be subject to disqualification.
- ▶ (Refer to Duties in Delta Sigma Theta Sorority, Inc. Inkster Alumnae Chapter Policies and Procedures, Approved September 2016).

Ads/Publicity: Soror Paula Wiley

Motion: M^o Lady Toledo Alumnae Chapter ¼ page ad for \$30. Moved by Soror Beanum and Second by Soror Mentor

UNFINISHED BUSINESS: N/A

NEW BUSINESS: N/A

Announcements:

Soror Treva Smith shared the signup sheet for Community Service t-shirts

Soror President Tait- Shared the news of Soror Loraine Staples passing. She was the owner of Lor Lor Ja, Delta paraphernalia shop.

Adjournment

Motion to adjourn meeting, Soror S. Carter seconded by Soror Tounsel. Motion carried unanimously Meeting adjourned at 8:30 p.m.

Minutes respectfully submitted,
Soror Delmeer Oliver