Delta Sigma Theta Sorority, Inc.

Tampa Alumnae Chapter

Executive Board Meeting Minutes

The Children’s Board

09/09/2019

Present: Please review roster provided by technology team. There was a total of 24 members in attendance for a total of 26 present.

Soror Alicia Warren called the meeting to order at 6:00 p.m. and Soror Chonta Haynes offered the prayer/meditation.

Soror Warren stated that the agenda would be adopted by consensus.

The June2019 Executive Board meeting minutes were adopted by consensus – with corrections noted below.

Corrections from Soror Leslie Brown:

First page after Soror Thelma Daley – add comma

First page – add Christina Lewis for Correspondence

Last page where Soror Alicia adjourned – the word (unanimous) can be deleted after “motion carried”

**Correspondence—Soror Sandra Cooke:**

* Thank You Card- Metropolitan Ministries and they would like us to help with their Toy Drive again this year
* Thank You Card- Scholarship Recipient Shalom Harvey
* Thank You Card- Soror Carolyn Marr
* Sponsorship Request: Regional Executive Director (Tanya Hollins) of Pace Center for Girls- requested support for their *2019 Ignite the Dream Gala* in which Soror Angela Bassett, will be the keynote speaker. The event will be held on the Fort Harrison Hotel located at 210 S. Fort Harrison Avenue, Clearwater Florida 33756. Submission deadline for sponsorship is September 12th.
* Giving God the Glory event on November 2, 2019- would like us to purchase tickets which range from $300 -$2500.

**President’s Message—Soror Alicia Warren**

* National Convention 2019—July 11th-14th. Report will be given at the October meeting and forwarded to the chapter about late fees, the Initiation fee -which did not pass and other items.
* Cluster -November 8th -10th in Miami.
* Bay Area Founders Day – Led by the Lakeland chapter will be in Winter Haven
* DDNC – February 9th- 11th
* DDAC – February 23rd – 25th
* Action Items:
	+ Move November EBoard meeting to November 4th due to November 11th being a holiday
	+ Move November Chapter meeting from November 9th to November 16th due to Cluster
	+ Soror Leslie Brown motioned to approve the date changes due to the holiday and Cluster, Soror Marian Lauria-Gibson seconded the motion. YES (10, 18); NO (0) Motion Carried.
* We are in compliance – a new process will be implemented next year and thanks to Soror Sabrina Aikens for her help

**Leadership Initiative Update - Soror Tayanna Richardson**

* There was a total of five leadership sessions throughout the year starting with “Did You Mean to Raise Your Hand” and ending with “Time Management”.
* There was 40% participation for all the sessions
* We are going to launch the DSTTA Leadership Initiative Cohort with 17 participants and 11 mentors
* Event dates are: Kick-off September 22nd, October 17th, December 12th, February 20th, April 6th and June 18th
* Action Item – to add the session dates to the calendar. Soror Joanell Lawson motioned to add the session dates to the calendar. Soror Audrey Sullivan-Moore seconded the motion. YES (13, 16); NO (0) Motion Carried.
	+ Develop comprehensive collegiate transition process.

**Budget and Finance Report-** Sorors Tiffany Mitchell and Briana Joseph

* **Financial Secretary June 2019 Report**- Soror Briana Joseph. Next year dues $850.00; Current year dues $7,160.00; Queen of Hearts $1,888.72; Savings Interest 0.13; Grand Total: $219,871.88.
* **Budget June Report:** Program Bank Balance: $70,577.38; Administrative Balance: $76,054.30; Interest Income from Savings, BOA: $7,766.97; Lincoln Financial Investment: $66,235.67; and Funds managed by DELTA Inc: $17,292.22
* **Financial Secretary July 2019 Report**- Soror Briana Joseph. Savings Interest 0.33.
* **Budget July Report:** Program Bank Balance: $67,818.15; Administrative Balance: $74,966.49; Interest Income from Savings, BOA: $7,767.30; Lincoln Financial Investment: $65,962.48; and Funds managed by DELTA Inc: $13,827.55
* **Financial Secretary August 2019 Report**- Soror Briana Joseph. Savings Interest 0.33.
* **Budget August Report:** Program Bank Balance: $66,601.00; Administrative Balance: $74,966.49; Interest Income from Savings, BOA: $7,767.63; Lincoln Financial Investment: $69,962.48; and Funds managed by DELTA Inc: $13,827.55
* **Benevolent Fund** of $1,000 will be transferred to BOA
* **Lincoln Financial was dissolved** – two checks received on 9/9 in the amount of $65,731.29 and .25
* **Action Item**: Purchase ad space along with six other area Delta chapters for the Pace Center for Girls in the amount of $83.33. Soror Leslie Brown made the motion to purchase the ad in the amount of $83.33. Soror Karen Beard seconded the motion. Question from Soror Sandra Cook- is there a table a set number of people per table – Answer: 10 per table. YES (15, 15); NO (0) Motion Carried.
* **Action Item**: Donation to Middleton High School of $500 in appreciation of using the school at no charge for some Delta functions. Soror Walinda McKnight-Green made the motion to make the donation of $500 to Middleton High School. Soror Gloria Williams seconded the motion. Question – Soror Marian Lauria-Gibson wanted to know which booster club would receive the donation – Answer: The Athletic Booster Club – Soror Kim Colston heads up this group. YES (15,15); NO (0) Motion Carried.
* **Housekeeping Item #1**: Vouchers need to have the signature of the VP over that group prior to submitting to Finance team. Checks over $250 will be reimbursed same day. Checks under $250 will be reimbursed at the next meeting or mailed out. Finance team to work out a process with the Audit team.
* **Housekeeping Item #2**: Dues – need to have complete information on the remittance form -signed, membership number listed, year for which payment is for – Soror should also know the last year that she was financial.

**Membership Intake Presentation- Sorors Brenna Fields-Taylor and Marian Lauria-Gibson**

* **Refer to full report on DSTTA website**
* **Comments/Questions**
	+ Review the APMI – new version coming out soon
	+ Question Soror Joanell Lawson – what vote is needed to proceed with MIT- 2/3 of those present and voting
	+ Question Soror Tayanna Richardson -is the vote secret or public -public vote, but Minerva Circle voting is by ballot
	+ Question Soror Tekeisha Zimmerman – can you clarify what is meant by being part of a committee
	+ Question Soror Sandra Fletcher – will there be a slide added to the presentation – YES, a slide will be added
	+ Question Soror Yolanda Cook-Killings – will MIT be in the Spring – it is up to the Minerva Circle to decide how to move forward, this process can take a while

**First Vice President’s Report**: Soror Brenda Webb Johnson

* **Arts and Letters:** Book Club October 4th
* **Economic Development:** Updates will be provided at Chapter meeting
* **Political Awareness:**
	+ Check your status at Registertovoteflorida.gov
	+ Held a voter registration event on August 11th at Back-to-School event, partnered with the League of Women Voters, registered 9 new voters
	+ Next committee meeting is September 12th
* **Social Action:** 2020 Census
* **Scholarship Committee:**
	+ Scholarship applications will be available starting October 1
	+ First scholarship meeting is scheduled for Tuesday, September 24 @ 6pm
	+ Scholarship Program is scheduled for Sunday, May 3rd @ USF Alumni Center
* **PMH**:
	+ St Jude donations – goal is $1,000, as of September 9th we were at $295
	+ Walk It Out – walking groups will start the week of September 16th: Tuesdays at International Mall at 6:00, Thursdays at Citrus Park Mall. Looking for leads for University and Brandon Malls.
	+ September is Healthy Aging month – will focus on walking groups to help with healthy aging
	+ Breast Cancer Awareness – more details will be forthcoming
* **Educational Development**:
	+ Parent/Student/Volunteers Orientation September 15th
	+ September 21, 2019 College and Career Fair September 21, 2019 from 9am to 2pm
	+ **Delta Gems:** At capacity – no more applications being
	+ **EMBODI:** Has room for five more boys

**Second Vice President’s Report – Soror Sabrina Griffith**

* **Audit Committee: Soror Gloria Riddick Williams** Q4 Internal Audit Report (April 1-June 30, 2019): The review included a validation of income and receipts, disbursements and expenditures, members’ dues, and bank statements.
	+ **Bank Balance**
		- **Findings:** The audit verified that all the bank balances are accurate; that all accounts and their balances are disclosed and reconciled monthly
		- **Recommendations:** NONE
	+ **Receipts Verification**
		- **Findings:** It was confirmed that all receipt amounts were accurately recorded and matched the bank statement deposits. All deposits were made in accordance with sorority requirements of two (2) business days from receipt of funds
		- **Recommendations:** NONE
	+ **Disbursements/Expenditures Verification**
		- **Findings**: All disbursements were recorded in a timely manner. Documentation exists to support 10% of the non-check disbursements in the sample selected.
		- **Recommendations:** Observe the separation of duties when writing checks payable to a check signer.
	+ **Budget**
		- **Findings**: The chapter does have an approved budget. The budget was adhered to during the year. Revisions were properly approved and documented
		- **Recommendations**: NONE
	+ **Dues Verification**
		- **Findings**: All collected dues were sent to National Headquarters within the required 30-day time period
		- **Recommendations**: NONE
	+ **Overall Audit Findings**: 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
	+ **Recommended Improvement**: It was found that there are many uncleared checks still carried on the ledger, some over two years old. A chapter policy needs to be developed to address the removal of outstanding check from the ledger

**Third Vice President’s Report – Soror Angela Brown**

* **Reds and Whites Update**
	+ November 3rd USF Alumni Center 5:30 – 8:00, $25 per person, tickets on sale September 14th
	+ Theme will be an Art Show featuring artists Bernard and Gwendolyn Brooks – recently relocated from Washington, D.C. – artwork featured on The Fresh Prince of Bel-Air show
	+ $40 VIP ticket will be available (only 40 tickets available) – will receive a swag bag, wine education,
	+ Action Item: Approval of the budget. Soror Karen Beard made the motion to accept the budget. Soror Walinda McKnight-Green seconded the motion. YES (13, 11) NO (0) Motion Carried.
* **Queen of Hearts Ball**-
	+ **Action Item**: Change the date of the event from February 9th to March 28th due to DDNC being held February 9th – 11th – event venue will not change. Soror Leslie Brown made the motion to accept the date change of the event from February 9th to March 28th. Soror Pamela Lee seconded the motion. YES (10,13) NO (0) Motion Carried
	+ Question: Walinda McKnight-Green – is Tampa Teen Idol being held on March 28th – Answer – Tampa Teen Idol has been moved to next year
	+ Comment: This is also Sisterhood month and every weekend is booked, but this event will collaborate with Sisterhood month

**Good of the Order** –

* Soror Brenna Fields-Taylor will be having Bible study on September 10th at C Blythe Andrews Library
* Soror Sabrina Griffith provided an update on her mom being released from the hospital and that she will be bringing her mom to Tampa for a few months and then determine next steps on living arrangements
* Soror Gloria Riddick Williams gave a praise report that after being diagnosed with throat cancer five years ago, that she received a clean bill of health today

Soror Alicia Warren adjourned the meeting by consensus. Motion carried

Meeting adjourned at 7:55p.m.

Respectfully submitted,

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Alicia Warren, President Soror Kareen Williams, Recorded Minutes Dawne Gullatt, Recording Secretary(absent)

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Lorita Shirley, Assistant Recording Secretary (absent)