Delta Sigma Theta Sorority, Inc.

Tampa Alumnae Chapter

Executive Board Meeting Minutes

The Children’s Board

06/10/2019

Present: Please review roster provided by technology team. There were a total of 24 members and 2 guests in attendance for a total of 26 present.

Soror Alicia Warren called the meeting to order at 6:02 p.m. and Soror Tayanna Richardson offered the prayer/meditation.

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

The May 2019 Executive Board meeting minutes were adopted by consensus.

**Correspondence—Soror Christina:**

* Thank You Card- Soror Thelma Daley
* Thank You Card- Soror Shery Day Phillips
* 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.

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

* Call to Convention 2019—July 11th-14th. Registration is closed. There are a total of 15,000 Sorors registered and an additional 4,000 Sorors on the waitlist.
* Executive Planning 2019-2020 Retreat. Tentatively scheduled for August 3rd (9am to 3pm). Location to be determined. This year we are hosting a one day retreat.
* The Chapter is currently looking for a building to lease for all meetings & chapter events.
* Constitution and Bylaws Proposed Amendments- Soror Tayanna Richardson requested that members review the 2019 Grand Chapter Proposed Amendments to the Constitution & Bylaws (65 pages of proposed changes). The chapter will be sending out a survey to chapter members highlighting eight (8) very important Grand Chapter Amendment changes so that feedback can be provided to Soror Alicia Warren who will be voting on the chapter’s behalf. If members have questions or thoughts about other Grand Chapter Amendments that are not listed below, they can still provide updates via the survey link. The following are 8 highlights that will most likely generate considerable discussion:
  + New Amendment- applicants that apply for membership must pay a $30 application processing fee (it was noted that clarification is needed regarding who the application fees will benefit- local or national chapter)
  + New Policy- finalized report of the proceedings and actions from the National Executive Board will be provided to each financial member within 30 days of ratification by the National Executive Board.
  + New Policy- the local chapter’s eligibility requirements (for officers) cannot exceed those of the Grand Chapter.
  + Applicant shall pay an application fee (this amendment is associated with membership intake process)
  + Revision: new membership fees listed above include National dues for the current and the next **two** fiscal years… (previous language only required dues for next fiscal year)
  + Chapter Reinstatement Fee- after June 30th the fee will be increased from $15 to $25 and if a member has not been financial for two or more years, the reinstatement fee increased from $25 to $50.
  + Recommending Changing Grand Chapter Initiation Fees for Collegiates from $675 to $1,350; Alumnae Membership from $725 to $1,500 and Chapter Initiation Fee not to exceed $500
  + Proposed Amendment- grants permission to make administrative (grammatical updates) between Grand Chapter meetings.

**Strategic Planning Priority Update - Soror Karen Beard** (full report on DSTTA website)

* Membership Services Committee:
  + Goal: Develop a process for talent discovery and development. The Committee will be updating the new member form and will create a member profile document to be distributed to all 2019-2020 chapter members.
  + Develop comprehensive collegiate transition process.
* Technology Committee:
  + Implement process to examine and evaluate our IT processes, policies, and operations.
  + Implement IT audit process (infrastructure).
* Operations Committee:
  + Develop processes for assessment that are implemented with fidelity.
  + Based on internal and external data, implement process to identify physical structure that will adequately meet the needs of the chapter. Soror Alicia Warren is currently looking for a lease opportunity that will provide sufficient space for chapter meetings and/or events.
* Program Committee:
  + Create an event template that guides committees in planning and executing programs and services.
  + Create and implement a recruitment strategy to increase the number of mentors and other community volunteers to deliver quality programs.
* Sustainability Committee:
  + Identify diverse portfolio of financial revenue sources to support chapter operations and programs.

**Budget and Finance Report-** Soror Briana Joseph

* **Financial Secretary May 2019 Report**- Soror Briana Joseph. Admin Collected $4,405.00; Projects Collected $15,549.64; Savings Interest 0.13; Carryover Total from April $187,363.43; Grand Total: $207,318.20.
* **Budget Report:** Program Bank Balance: $72,406.75; Administrative Balance: $81,646.60; Interest Income from Savings, BOA: $7,766.65; Lincoln Financial Investment: $62,982.96; and Funds managed by DELTA Inc: $17,292.22

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

* PMH- refer to full report on DSTTA website
* **Educational Development**-
  + On May 19th the committee held the **End of Year** celebration for students, volunteers, and graduates at the University of South Florida. Special thanks to Soror Mays for speaking to students on Self Esteem. Other acknowledgements of Sorors were made for securing the venue and making financial donations to support the event.
  + 84 Students are returning next year. There is a new student application that has to be submitted no later than June 30th.
  + **Save the Date:** September 21, 2019 College and Career Fair from 9am to 2pm
  + **Action Item:** Soror Joanell Lawson recommended that we move the September Chapter Meeting to Saturday, September 14th (as a result of the conflict with the College and Career Fair). Soror DeVonne Daniels seconded the motion. Location to be determined. YES (12, 9); NO (0) Motion Carried.
  + **Action Item:** Soror Leslie Brown motioned to move the date of the College and Career Fair from October 5th to September 21st. Soror DeVonne Daniels seconded the motion. YES (12, 9); NO (0) Motion Carried.
* **Political Awareness and Involvement:** Looking for new members to join the committee as they prepare for next year. The committee will be looking to leverage several events to register people to vote. There will be a purge next year clearing voter rolls if you have been inactive. Recommended that Sorors stay abreast of their voter registrations status.

Soror Erica Williams will be attending an event to better understand the voter registration changes impacting convicted felons.

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

* Reminder: if you have items that belong to the Chapter, please bring to the next chapter meeting so that Archives Committee can store them accordingly.
* Founders Day Update: Soror Edith Randolph: Projected Income: $3,250; Actual Expenses totaled $2,167.83; total profit $1,082.17. This event was not an official fundraiser but did assist with raising money. A recommendation was made that when preparing for future events, the chapter separate the Rededication Committee from the Founders Day Committee.
* **Audit Committee:** Q3 Internal Audit Report (January 1-March 31, 2019): The review included a validation of income and receipts, disbursements and expenditures, members’ dues, and bank statements. During this quarter, monies were received for the following chapter activities totaling $120,000: Tampa Teen Idol, Founders Day, Jabberwock, Tampa Alumnae Chapter Dues and Fees, and Kappa Iota Chapter Intake dues and fees.
  + **Bank Balance Findings:** the audit verified that all the bank balances are accurate. All accounts and their balances were disclosed and reconciled monthly, and all monies accounted for.
  + **Bank Balance Recommendations:** None
  + **Receipts Verification Findings:** There were 36 non-dues receipts written during the reporting period. The committee randomly sampled 18 of these receipts, representing 50% of the total non-dues receipts. It was confirmed that all receipt amounts were accurately recorded and matched the bank statement deposits. All deposits were made in accordance with the sorority requirements of two (2) business days from receiving the funds
  + **Receipts Recommendation:** None

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

* **Old School Meets New School Party** **Update:** Soror Paulette Walker – a survey was disseminated after the event and the chapter received 118 responses to the survey. The overall survey ratings were ranked on a scale of 1-5 with 5 representing the highest rating. The following were rankings: Entertainment: 4.56; Location: 4.58; Date and Time of Event: 4.70; Music and Entertainment: 4.29; and Food and Beverages: 4.29
  + Actual expenses were under the projected budget. Grand Total Income $6,587.08 There were some outstanding tickets totaling $450 which would increase income to $7,037.08.
  + Special thanks to Soror Alicia Warren and Soror Angela Brown for their guidance and support and Soror Nadine Johnson for the venue and securing volunteers.
* **Queen of Hearts Ball**- DELTA goes to WAKANDA for 2019-2020- Date: Saturday, February 22, 2020; Tickets are $100 per person; Location: Centro Asturiano de Tampa, Inc. located at 1913 Nebraska Avenue. Sorors are being asked to wear formal or semi-formal African Attire; Colors are Gold and White
  + **Proposed Income Budget**: Ticket Sales: 300 tickets @$100 each for total of $30,000; varying levels of sponsorships at $30,000; projected income from Pre-Function Event $3,110.94; Expenses: $23,000 will be taken off the top for the Chapter to designate (ex. Scholarships and chapter programs); Wakanda Event $39,660.94 or $40,110.94 (net profit: $23,000).
  + **Building Capacity is 350**; building layout details will be provided at the September Chapter Meeting
  + **Action Item**: Soror Marian Lauria-Davis motioned to accept the proposed report amending the report to allow the chapter to designate how the $23K will be spent. Soror Joanell Lawson seconded the motion. YES (11, 9) NO (1) Motion Carried.

**Good of the Order** –

* Soror Fletcher reminded Sorors to bring money towards the collection of a donation for Mr. Boyd.
* Soror Marian Lauria-Davis shared that the Regional Scarf will be made available soon and it is to be worn to the Sisterhood Luncheon over a Black Dress. This will be an individual purchase/order
* Gloria Reddick Williams has one ticket for the Social Action luncheon that is available for sale.

Soror Alicia Warren adjourned the meeting by consensus. Motion carried (Unanimous).

Meeting adjourned at 7:55p.m.

Respectfully submitted,

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Alicia Warren, President Dawne Gullatt, Recording Secretary

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Lorita Shirley, Assistant Recording Secretary (absent)