

Delta Sigma Theta Sorority, Inc.
Leavenworth Alumnae Chapter
Minutes for the September 8, 2018 Chapter Meeting

The Leavenworth Alumnae Chapter of Delta Sigma Theta Sorority, Inc. met in regular session on Saturday, September 8, 2018 at 10:30 a.m. at the Lansing Activity Center, Lansing, KS to hold the monthly meeting.

OPENING: *Soror Chandra Fairley, Chapter President*

Soror President called the meeting to order at 10:41 a.m. for the consideration of business.

ATTENDANCE: 19 Sorors were in attendance: Sorors Courtney Austin, Kathaleen Cannon, Laura Coaxum, Edith Cotton, Chandra Fairley, Andrea Flowers, Carolyn Fontaine, Kayla Hammonds, Chevelle Wagstaff, Christina Dixon-Love, Daneen McCullum, Cheryl Mills, Naomi Newman, LaShaundra Randolph, Bridgette Williams

AGENDA: *Soror Chandra Fairley, Chapter President*

Soror President presented the Agenda. Time was allotted for Sorors to review the Agenda.

- ❖ Motion was made by Soror Coaxum to accept the Agenda as written.
- ❖ Motion was seconded by Soror Cotton and carried by a majority vote (16 in favor; 0 opposed).

WELCOME of NEW and/or VISITING SORORS: *Soror Chandra Fairley, Chapter President*

- ❖ Visiting- Sorors Stephanie Parker, Basitta K. Brown-Thomas and Alicia D. Scott

MINUTES: *Soror Tanya Young, Recording Secretary*

Time was allotted for Sorors to review the June 2, 2018 Chapter Meeting minutes.

- ❖ Motion was made by Soror Randolph to accept the June 2018 minutes with corrections.
Motion was seconded by Soror Mills and carried by a majority vote (16 in favor, 0 opposed).

CHAPTER REPORTS

EXECUTIVE BOARD: *Soror Chandra Fairley, Chapter President*

- ❖ The executive board meeting was held 6:30 p.m. at Soror Fairley's home on September 4, 2018.
- ❖ In attendance: Sorors Fairley, Lewis-Wagstaff, Love, Elston, Randolph, Swanagan, Gibson-Dingle, Mills, Cotton, and Young (via teleconference).
- ❖ Topics discussed were: Chapter Meeting DID, 4th Qtr Audit and Annual Audit Results, 2018 Scholarship Recipient Updates, Approved ROOF/P&P accessible to all Chapter Members on the website, Treasurer's Report, Aramark Fundraiser, Budget for Murder Mystery Fundraiser, God's Open Closet Community Service, Veterans Day Parade and all topics listed on the agenda for today.

DELTA INTERNAL DEVELOPMENT: *Presented by Soror Christina Love on behalf of Soror Kondra Gibson-Dingle, Committee Chair*

- ❖ Scholarship & Standards
 - Review chapter policies and NEED TO KNOW information pertaining to chapter meetings and financial procedures.
 - Chapter Meeting – 10 a.m. sharp – Once the opening ceremony has started you will not be able to enter the meeting until it has ended.

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- Voting: You must be a financial member to vote on chapter business. A motion is carried by majority vote.
- Quorum: 20% of the chapter membership is needed for a quorum.
- Robert's Rules of Order

❖ Financial Policies

- Only the financial secretary collects money on behalf of the chapter. The president can collect funds in an emergency. Sorors may sell tickets to their friends and family, but funds must be turned over to the financial secretary. Chapter responsibility begins when the financial secretary receives the funds.
- Receipts for reimbursements must be submitted within 30 days of receipt date.
- All services or items provided to the chapter should be billed to the Leavenworth Alumnae Chapter rather than to individual Sorors.
- Every receipt must be submitted to the treasurer with voucher for payment.
- The chapter president must sign all contractual agreements obligating chapter funds and/or services.
- Chapters may not use funds raised from the public to give scholarships to the child of a Soror in the chapter.
- Scholarships to a chapter member's child should come from internally generated funds.

CORRESPONDING SECRETARY REPORT: *Soror Edith Cotton, Corresponding Secretary*

- ❖ Scholarship recipient Kasie Lambert's request for an enrollment funds transfer to University of Oklahoma was forwarded to the Chair of the Scholarships Committee.
- ❖ Soror Tanya Young (Thank You Card for prayers, support, etc. following surgery).

BUDGET AND FINANCE

4TH QUARTER AUDIT REPORT/AAR: *Soror Cheryl Mills, Committee Chair*

- ❖ The Internal Audit Committee completed the review of the financial records of the Leavenworth Alumnae Chapter of Delta Sigma Theta Sorority Inc. for the period of July 1, 2017 through June 30, 2018.
- ❖ The review included a 25% validation (per quarter) of disbursements, receipts, deposits and 100% of membership dues collected during the Fiscal Yr.
- ❖ Satisfactory fiscal control was used during the fiscal year 2017-18.
- ❖ The findings are as follows: (Review of 3 accounts, Operational, Checking and Saving accounts)
 - Most deposits were made in accordance with the Sorority's requirements of two (2) business days from the receipt of funds.
 - Member's dues are being submitted to National Headquarters in accordance with the Constitution and Bylaw requirement of 30 days.

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- Financial secretary's log was reconciled with the Treasurer's report, apart from bank interest accrued during the period.
- Bank reconciliations were made in a timely manner and were reflected in the checkbook register and bank statements.
- Most disbursements and expenditures were supported by proper documentation and approved vouchers.
- Two signatures were reflected on all checks (separation).
- All voided checks were noted in Treasurer's checkbook and the reason was noted on voided check.
- All checks issued were in numerical sequence and no missing checks. Outstanding checks were accounted for and noted in the Treasurer's checkbook.

FINANCIAL SECRETARY REPORT: *Soror LaShaundra Randolph, Financial Secretary*

Receipted

Fundraising: \$1,500

Operating: \$10.60

Total receipted: \$1,510.60

*Reports are available to financial Sorors on the Chapter's website.

TREASURER REPORT: *Presented by Soror LaShaundra Randolph on behalf of Soror Carmen Elston, Treasurer*

Month 1 June – 31 August 2018

Operating Account: \$4,764.61

Fundraising Account: \$4,011.85

Savings Account: \$1,529.08

Total Funds: \$10,305.54

Operating Account

Beginning Balance: \$7,016.69

Receipts: \$10.60

Disbursements: \$2262.68

Ending Balance: \$4,764.61

Fundraising Account

Beginning Balance: \$4,032.12

Receipts: \$0

Disbursements: \$ 20.27

Ending Balance: \$4,011.85

Savings Account

Beginning Balance: \$1,529.02

Interest: .06

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Ending Balance: \$1,529.08

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PROGRAM PLANNING AND DEVELOPMENT

Soror Christina Love

- ❖ Focus areas are the Five Point Programmatic Thrust
- ❖ Working to streamline chapter reporting
- ❖ What do your slides need?
 - Committee meeting reports
 - Upcoming events
 - -After Action Reports
- ❖ Monthly conference calls with PP&D Chairs to assist with effective program planning and management
- ❖ The 5 W's will be requested from all PP&D Co-Chairs for reporting during executive board meetings
- ❖ PP&D Committee is available to assist with all programs

ECONOMIC DEVELOPMENT: *Soror Naomi Newman, Committee Chair*

- ❖ Upcoming Events:
 - Financial Fortitude
Affording Higher Education: Speaker on financial planning and awareness for higher education. A local university financial adviser would be ideal to talk about FASFA, student and parent loans, grants, and different ways that post-secondary education can be affordable. Taking college seriously is the first step in preparing the youth of the community for their future.
 - MLK Service Project, Project Lead – Soror Carolyn Fontaine
Soror Fontaine will be researching the MLK events in the community and bring them back to the chapter to determine which event(s) we will attend. She has one event already, but the plan is to present at least five events to the chapter.

DELTA GEMS DELTA ACADEMY (DGDA): *Soror Chandra Fairley, Past Committee Co-Chair and Soror Tanya Young, Educational Development Committee Co-Chair*

- ❖ Hosts for the Richard Allen Cultural Center Benefit Concert, Jazz By the River, August 18, 2018 at Leavenworth High School
- ❖ Total of 6 DGDA Girls volunteered a total of 4 hours
- ❖ Sorors Kayla Hammonds and Daneen McCullum will serve as the 2018-19 DGDA Co-Chairs
- ❖ The 2018-19 DGDA Kickoff Session will be 10 a.m. to noon on September 15, 2018 at Leavenworth High School

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- ❖ DGDA monthly session facilitation and food sign-up sheets were circulated for the school year (Sept. 2018 through April 2019)

PHYSICAL AND MENTAL HEALTH: *Soror Courtney Austin, Committee Co-Chair*

- ❖ St Jude Walk/Run to End Childhood Cancer
 - Delta Sigma Theta Sorority, Inc. is a National Team (Silver Category), considered a VIP
 - Our chapter is registered under the team name: Team LAC DST
 - LAC has raised \$260
 - Check LAC News for link to register, join the team and donate
- ❖ Event details:
 - Saturday, September 22, 2018
 - Power & Light District, 50 East 13th Street, Suite 200, Kansas City, MO
 - Registration starts at 7:00 am, Walk/Run begins at 9:00 am
 - Team has raised \$260
 - Check LAC News for link to register, join the team and donate

POLITICAL INVOLVEMENT & AWARENESS: *Soror Kathaleen Cannon, Committee Chair*

- ❖ **The League of Women Voters Meet the Candidates Forum** was held Wednesday, July 11, 2018 from 5 p.m. to 7 p.m. at the Home2Suites by Hilton, 250 Delaware Street, Leavenworth KS. The event provided an opportunity for the community to meet the candidates running for local County Commissioner and raise concerns regarding outreach in the local community. 14 Members were in attendance (No Photo Taken)
- ❖ **Unity Day in the Community Voter Registration Drive** was held Saturday, July 14, 2018 from 4 p.m. to 7 p.m. at Dougherty Park. 100 Kickapoo St. in Leavenworth. LAC DST hosted the Voter Registration Outreach. <https://ksvotes.org>
 - 15 Voters were registered at this event
 - 4 Sorors and 1 Volunteer Assisted with this event
- ❖ **Jazz By the River** Saturday, August 18, 2018, 6 p.m. to 10 p.m., Leavenworth High School Performing Arts Center. LAC DST set up a voter registration information table at the entrance of the event. Soror Mills and Soror Fairley passed out voter registration information and provided an opportunity to register on site.
- ❖ When we all vote partnership with Delta Sigma Theta Sorority, Inc. All chapters are asked to host a Voter Engagement Event from Sept 22-29, 2018. A special call was held Sept 5, 2018 at 5 p.m. with First Lady Michelle Obama and the When We All Vote Team.
- ❖ VOTER2VOTER volunteer registration is 9 a.m. to 11 a.m., Sept 22, 2018, First Presbyterian Church in Leavenworth. Become an ambassador and get folks to the polls.

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- ❖ Upcoming volunteer voter registration opportunities:
 - League of Women Voters, Sept 8, 2018, 10 a.m. to 3 p.m., Haymarket Square
 - Sept 25, 2018: TBD Voter Registration Day (high schools)
- ❖ **LAST DAY TO REGISTER TO VOTE: OCTOBER 6, 2018**
- ❖ **ELECTION DAY: TUESDAY NOVEMBER 6, 2018**

SCHOLARSHIP AND STANDARDS

Presented by Soror Cheryl Mills on behalf of Soror Kondra Gibson-Dingle

- ❖ 2018 Scholarship Recipient Updates: Two recipients received checks – Alexis Payne, \$1,000, University of Missouri, and Ciara McCaskill, \$500, also University of Missouri. Paperwork is ready and in for Kaylynd Brown, \$1,000, University of Central Florida, and Kassie Lambert, \$500, University of Oklahoma.
- ❖ Approved Rules of Order Form and Policies and Procedures on Chapter Website.

MEMBERSHIP SERVICES

SISTERHOOD ROUNDUP: *Soror Chevelle Lewis-Wagstaff, Committee Chair*

- Saturday, August 25, 2018
- June's Northland Leavenworth, KS 10 a.m. – 2:00 p.m.
- Attire – Casual & Comfortable Paraphernalia
- Speaker: Soror LaShaundra Randolph, MA
- Topic: Emotional Intelligence
- Extended an invitation to all inactive/visiting Sorors in the area. 20 Sorors attended.

Recommendations:

- Use Evite to manage attendance
- Simple is good
- Check the pulse of the chapter and choose topic to enrich upcoming sorority year
- Support local businesses

HOSPITALITY: *Soror Laura Coaxum, Committee Chair*

- ❖ Birthdays
 - July
 - Cannon (17)

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- Flowers (21)
- Grimes (22)
- August
 - Law (3)
 - Uitenham (6)
 - McRoy (11)
 - Randolph (14)
 - Love (17)
 - Steele (31)
- September
 - Coaxum (4)
 - Jenkins (7)
 - Gibson-Dingle (24)
 - Copeland (30)

- ❖ Soror Coaxum distributed welcome candy/motivational packets for the 2018-19 Sorority Year to Sorors in attendance that include five cards containing chapter information, etc. to use as outreach in reclaiming Sorors.

ARTS AND LETTERS

MURDER MYSTERY DINNER THEATER: *Presented by Soror Courtney Austin on behalf of Sorors Carmen Elston and Toya Jenkins, Co-Chairs*

- ❖ “THOU SHALT NOT KILL”
 - Sunday, October 28, 2018, 4 p.m., St. Frances de Sales Catholic Church Hall, \$26 per ticket
 - Need Sorors to sign up to help on day of execution.
 - Tickets will be sold online only thru the Chapter’s website.
 - Production is appropriate for teens and adults.
 - Script and format allow for crowd interaction.

The Characters

Rev. Al Ation - Vicar
Ivora Keys – Organist
Ben Counting – Church Treasurer
Alta Cleff – Choir Mistress
Stew Ard – Usher
Lena Lesson – Sunday School Teacher
The Inspector
Who killed Don Riting?

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Proposed Murder Mystery Dinner Theater Budget for Chapter Approval

Line Item	Cost
REVENUE	
Ticket Sales	\$1,875.00 (75 @ \$25 ea.)
50/50 Raffle	100.00
TOTAL REVENUE	\$1,975.00
EXPENSES	
Venue	\$100.00
Insurance	\$100.00
Food	\$400.00
Decorations	\$100.00
Publicity/Printing	\$100.00
Props/Costumes	\$75.00
Gifts for Cast	\$100.00
TOTAL EXPENSES	\$975.00
NET LOSS/PROFIT	\$1000.00

- ❖ Motion was made by Soror Austin to approve the Murder Mystery Dinner Theater Budget. Motion was seconded by Soror Newman and carried by a majority vote (16 in favor, 0 opposed).

UNFINISHED BUSINESS

KC CHIEFS FUNDRAISING ARAMARK NPO: *Soror LaShaundra Randolph, Committee Chair*

❖ **Volunteers and availability (pending training completion)**

- LaShaundra Randolph- 9/23
- Chevelle Lewis Wagstaff- 9/23, 10/7, 11/11
- Lauren Gibbs- 9/23, 10/7, 11/11
- Tanya Young- 9/23, 10/7, 11/11
- Chandra Fairley- 9/23, 10/7, 11/11
- Edith Cotton - 9/23, 10/7, 11/11
- Kathleen Cannon-9/23, 10/7
- Daneen McCullum-9/23, 10/7

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- Carolyn Fontaine -10/7, 11/11
- Naomi Newman-10/7,11/11
- Lolita Law and Daughter ShaRonda Law- 10/7

- We do not have 10 Sorors to serve each game so we have partnered with the Community Service Organization (CSO) and Omicron Iota Iota, Omega Psi Phi Fraternity Inc. so we can reach that quota as all organizations are running into the same issue.
- Original games were 9/23, 10/7, 11/11 however with the merge the new dates are 9/23, 10/7, 10/21, and 10/28.
- Madam President requested that we add the 11/11 date so that we keep all the original dates, however that will have to go through Ron Coaxum. Communication will go out to Ron to meet her request and no communication has gone out to volunteers of new dates.
- We need another team lead as I am unable to make the team lead meeting and only one of the games. Communication has gone out to April about if there are any extra team lead trainings. Communication went out to volunteers and no one has expressed interest in this role.
- Three new training dates have been added as of 9/3, however none are in Leavenworth. The dates are:
 - 9/18** at the Ararat Shrine Temple, 6-10 p.m.
 - 9/22** at the Ararat Shrine Temple, 9 a.m. to 1 p.m.
 - 9/26** at Arrowhead Stadium, 6-10 p.m.

NEW BUSINESS

48TH CENTRAL REGION CONFERENCE HIGHLIGHTS: *Soror Chandra Fairley, Chapter President*

- ❖ Theme- "Purpose, Passion, Promise and Power"
- ❖ Total of 583 Participants (1 Honorary Member, Voting Delegates, Alternates, and Non-voting)
- ❖ Soror Dillard's quotes: "Work hard silently; let your success by the noise."
"One Sisterhood, One Commitment"
- ❖ National President's State of the State Address
 - 5, 615 New Initiates
 - 11,000 Reclaimed (5,812 in one year)
 - 1,110 Life members
 - 475 Life becoming active
 - 80,000 Never became active after college
 - National President's vision is to simply be resourceful, relevant, and relational
 - National President Spoke firmly 1) about the handling of finances 2) the need for financial stability and growth and 3) the need to put the right people in seats
 - National convention will be in July 2019 from Thursday-Sunday (Dates to be announced later)
 - National President expounded on several things:

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- “We are not kind to each other.”
- “Pick a few initiatives and focus on those. Updates on National Initiatives available after January 1, 2019.
- “Focus on relevant, fewer, more quality with our Chapters”
- “Enjoy your Chapter lives!”
- ❖ National Constitution and By-Laws (Timeline for updates Feb- April Reviewed and requires $\frac{2}{3}$ vote to change
- ❖ National Treasurer - Debra Jones Buggs Focus Points
 - Maintaining Financial Stability
 - Manage and control expenses
 - The Organization has total assets of 34.8 million
 - Liabilities of 14.2 million
 - 3rd Qtr National Treasurer’s Report The total support and revenue through march of 2018 is \$21.6 million which is \$6.4 Million more than total support and revenue for Fiscal Year 2016-17 due to substantial increases in convention/conference revenue, membership dues, chapter fees, insurance, capital campaign, and other income revenue.
 - Liability Insurance is \$60 per Chapter
- ❖ National Internal Audit Committee Report - Soror Soraya Williams Farver
 - \$50,000 - \$100,000 requires external CPA Review
- ❖ National Scholarship & Standards Committee - Cheryl A. Hickmon
 - Newly revised Chapter Management Handbook (2018 Revision) in Members Only under Scholarship and Standards
 - Alcohol Policy has been updated and revised - More flexible in the area of helping Chapters meet their fundraising goals. You can view the updates in webinars after Regional Conference Cycle which should be complete at this time.
 - Alumnae Chapters:
 - Among the 24 regulated practices relating to the use and sale of alcohol by alumnae chapter are these: alcohol must be served by a licensed, third-party vendor, with whom the chapter has entered into a written agreement; non-alcoholic options must be available at all events: food must be served at all events where alcohol is served; chapters must not serve alcohol at any rush or intake-related activity; chapters may not sponsor or co-sponsor any event where the host organization purchases or serves alcohol; Delta shall not be a party to the contract the chapter signs with the vendor; members shall not post pictures or videos on social media (or otherwise circulate pictures) of attendees drinking alcohol at any chapter event.
- ❖ National Social Action Committee
 - We can march and rally in our letters
 - If Chapters want to rally regarding an issue, we must get National Headquarters permission
 - Focus on voter education, registration (Midterm elections are 1st Tues. in Nov.)
 - Sorors need to run for office
- ❖ Leadership Panel with Regional and National Officer Highlights
 - “You are only as good as the people around you.”

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- “If you are a leader, you are in a position to help others.”
- “You have to be able to communicate, be passionate and compassionate.”
- “Be a full participant,”
- ❖ Delta Emergency Response
 - Red Envelope (emergency contacts, meds... Carry in bag)
- ❖ Economic Development
 - 4 Priorities:
 - Decrease debt in the African American Community
 - Minimize financial fraud
 - Heighten financial awareness
 - Increase wealth
 - Dfree Movement - dfree@financialfreedom - 12 Step Program to financial freedom
- ❖ Educational Development
 - Delta GEMS and Delta Academy Program Manuals are being updated
 - The manuals will be organized by the Five Point Programmatic Thrust
 - 2019 Presidential Youth Convention at the 54th National Convention
- ❖ International Awareness and Involvement
 - Strengthen involvement with Haiti and Africa
 - Place primary focus on women and girls
 - Places like Kenya, Johannesburg, Durban, Swaziland, Cynthia Butler McIntyre School.
 - Continue to work on World AIDS Day
 - Participate in IAI Newsletter and IAI Webinars
- ❖ Physical & Mental Health
 - Delta Care focusing on physical wellness, emotional wellness, self-care, awareness, and advocacy
- ❖ Risk Management
 - Increase and Enhance the sorority’s plan of action
 - Continue to modify, update, and align
- ❖ Do work with homeless shelters
- ❖ Reclamation Tool Kit (in Members Only and on the Delta App)
- ❖ Arts and Letters
- ❖ Authors on Tour
- ❖ Delta Red Carpet
- ❖ Music Ministry
- ❖ Pride in Our Heritage Tour (September 22, 2018 in KCMO)

Soror Fairley also expressed pride in the Presentation of Colors by the Leavenworth Alumnae Chapter military members and the awards the Chapter received during the conference: The Small Chapter Red Ribbon Award for Commitment and Superior Performance; the Small Chapter Distinguished Service Award for Educational Development; and a Certificate in Recognition of Commitment Combating Domestic Violence Among African-Americans.

GOD’S OPEN CLOSET ONGOING COMMUNITY SERVICE: *Presented by Soror Carolyn Fontaine on behalf of Soror Lolita Law, Committee Chair*

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- ❖ God's Open Closet, 2700 Wilson Avenue, Leavenworth, KS
 - Community Service Dates: Sept 29, Nov 17, March 9, June 8
 - **Purpose:** God Open closet is a **FREE** garage sale to for the community.
 - The ministry of God's Open Closet is to provide clothes, coats, household items and furniture to anyone who has a need.
 - Individuals who come are never asked for personal or financial information.
 - Items are donated by local families, churches and from area garage sales.
 - Tax deductible receipts are available upon request.
 - **To donate: Bring items Saturday mornings**
 - God's Open Closet relies heavily on Saturday morning volunteer support.
 - We will work in two shifts:
 - 1st Shift: 6:30 AM – 10:15 AM Set up & Serve
 - 2nd Shift: 10:00 AM – 12:45 PM Serve & Teardown
 - *****Sign-up sheets are available**
 - ***** All Dates are subject to weather conditions. *****
 - Please come with a humble spirit, open mind, kind heart, and a love for God's People

VETERANS DAY PARADE: *Soror Cheryl Mills, Committee Chair*
LAC is registered as a "riding unit" for the November 12, 2018 event

KANSAS STATEWIDE FOUNDERS DAY: *Soror Chandra Fairley, Chapter President*

- ❖ January 12, 2019
- ❖ \$250 Alumnae Chapters
- ❖ President and Vice President to participate in rededication ceremony
- ❖ At least one representative from each Chapter needed on planning committee
- ❖ **Table Discussion for October Meeting after meeting with State Coordinator**

ANNOUNCEMENTS: *Soror Chandra Fairley, Chapter President*

22 September St. Jude Run/Walk nm
23 September Aramark Fundraiser (Chiefs Game)
07 October Aramark Fundraiser (Chiefs Game)
28 October Murder Mystery Dinner Theater

ADJOURNMENT: *Soror Chandra Fairley, Chapter President*

Meeting was adjourned at 12:08 p.m.

Motion was made by Soror Coaxum to adjourn the meeting. Motion was seconded by Soror LaShaundra Randolph and carried by a majority vote.

The next Chapter meeting will be held on October 6, 2018 at the Lansing Activity Center, Lansing KS at 10:00 a.m.

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Respectfully Submitted,

Tanya Young
Recording Secretary

Chandra Fairley
Chapter President