Hilton Head Island-Bluffton Alumnae Chapter

Delta Sigma Theta Sorority, Incorporated

Executive Board Minutes

Monday, May 13, 2019

The meeting was called to order by President L. Kannick

It was established that the meeting agenda was emailed to the executive board the week prior.

Present at the meeting were the following members:

Soror Tamika Bishop- via phone

Soror Joyce Brown-Major

Soror Deanna Campbell-Holmes

Soror Michelle Dallas

Soror Francina Dantzler

Soror Naikeema Fields

Soror Joleesa Johnson

Soror Lucille Kannick

Soror Pamela Maddox

Soror Diane Neal

Soror Beverly Ohemeng

Soror Wanda Wood-Knox

The opening prayer was rendered by Soror D. Neal

President L. Kannick asked for a motion to adopt the agenda for the May 13, 2019 Executive Board meeting

The correction to add the Audit Report to the night’s agenda was proposed by Soror J. Brown-Major.

The correction to remove Soror D. Neal as the chair of the Information & Communication committee was made by Soror D. Neal, and it was mentioned that Sorors T. Bishop and S. Ford are the new chairs for the Information & Communication committee.

President L. Kannick then asked for a motion and a second for the agenda for the May 13, 2019 Executive Board meeting again.

It was moved by Soror D. Neal and properly seconded by Soror W. Wood-Knox to adopt the May 13, 2019 Executive Board Meeting Agenda.

President L. Kannick then asked for a motion and a second for the minutes from the April 2019 Executive Board Meeting as posted on the website ([www.hhibacdst.org](http://www.hhibacdst.org)).

It was moved by Soror W. Wood-Knox and seconded by Soror D. Neal to adopt the minutes from the April 2019 Executive Board Meeting as posted on the website ([www.hhibacdst.org](http://www.hhibacdst.org)).

**Treasurer’s Report**

The beginning balance is $25,555.57

$6,000.00 was transferred to scholarship foundation

After disbursements the balance is $17,635.79

The Outstanding Checks and Bank Reconciliation matches

There was a donation given to the chapter from Pierians for the Delta GEMS in the amount of $300.00.

President Kannick asked for a motion to accept the Treasurer’s report upon audit

It was properly moved by Soror Dallas that the treasurer’s report be accepted upon audit and it was seconded by Soror Neal

**Financial Secretary Report**

President Kannick stated that we will accept the financial secretary’s report until audit

DeAnna asked if Peppermint Jam money will be collected on the day of the event?

* It was stated by Sorors Neal and Ohemeng that we are unsure because the community is a gated community and names must be turned in beforehand.
* We decided to hold off on answering that question until we talked to the Chairperson of Soror Redmon

President Kannick gave the correspondence’s report on behalf of Soror Montgomery in her absence. President Kannick gave an overview of the list of correspondences

* Election leading up to the 54th National Convention
* SA Region “Chapter of the Year” application was sent out
* ERT notice of state chapter requirement
* Daily Devotion
* Deadlines of dues

Other correspondences

* Community Foundation sent a thank you letter to the chapter for the $6,000 donation for the scholarships
* Soror Kimberly Lloyd sent a campaign letter because she is running for the Office of National Secretary
* Soror Vera Rogers sent the chapter a thank you card for recognizing her for her 50 years in service to Delta Sigma Theta

**President’s Report**

President Kannick stated that we are down to the end of the fiscal year

The June meeting will be the 4th Saturday and it will be a retreat/business meeting at the Palmetto Electric building in Hilton Head

Sorors Bishop and President Kannick met last week to plan for the retreat

All Chairpersons will need to submit their annual reports w/ dates for next year preferably by the Executive Board meeting on June 17

3 Sorors attended the Spring State Meeting- Sorors Dallas, Bishop, and President Kannick

* Information about the Spring State Meeting will be given during the June meeting

**Committee Reports**

Education/Youth Initiatives

* Delta GEMS & Delta Academy- May Week will be there last event and they will receive certificates and be recognized
* Each group nominated a peer of the year
* Wednesday is the last meeting with the mentoring
  + They had a luncheon with the parents and students, and the students shared their dream boards
  + Going forward- the mentoring meetings with the girls will be held bi-weekly
* Soror Dantzler will be scheduling a meeting to plan for next year
* Soror Neal reminded Soror Dantzler about the letter for the Jazz Camp- possible marketing opportunities are the Boys & Girls Club and other educators. The letter will need to be approved first

Scholarship

* Wrong dates for Senior Award Nights were sent out
  + Ridgeland-Hardeville Hihg school- May 14 @ 6:00 pm- recipient is Jessica Black
  + Bluffton High School- May 28- recipient is Mikayla Harper?

GEMS

* May Week Program
  + Girls will share their career goal and a certificate will be given to them
  + The graduating 4 seniors, will receive a college care package
  + A survey will also be done by the girls to provide feedback on the year

President Kannick applauded the Education Committee for their efforts this year.

Fundraising

* Report was emailed

Political Awareness & Involvement

* No report was given

Physical & Mental Health

* April 27- was the American Heart Association Walk
  + $542.00 in total was donated ($157.00 were collected from HHIBAC Sorors)
  + 17 sorors donated
  + 6 sorors were present at the walk
  + 20 members of Central Oak Grove were also present
* Next month is Relay for Life
  + Date is TBD
* Red Shoe Challenge
  + Soror Neal wants to get a list of what Sorors are already doing to stay healthy
    - Send form via email to Soror Neal
    - Central Oak Grove who we often partner with will apply for the Healthiest Church 20/20

Delta is also promoting the following:

* Meatless Mondays & Accountability partners
* Soror Betty Lynch encouraged us to have I.C.E information on us at all times
* SMART 911 is an online website that also aids in the keeping of I.C.E information

President Kannick stated that we now have formed an ERT committee. She wants them to start being on the agenda and we are in need of a chairperson for this committee

There may be a committee meeting between now and Relay for Life

* We can have a team if we can get one together

President Kannick mentioned that Jasper has a Relay for Life and we can sign the chapter up and people can donate online. The link can be sent out

International Awareness & Involvement

* Jars will be collected tonight and Saturday
* Please put your name on the Jar because there will be a prize

Information & Communication

* President Kannick asked us to go online and update our profiles online through the Sister or Member portal for Soror Massenburg

Soror Dallas asked what emails are the Exec. Board Officers are supposed to be using? President Kannick responded that the official emails that were made for each executive board position will be used, an email was sent with the emails.

Soror Ohemeng asked if the minutes on the website can be clickable before Saturday?

* Minutes were redone by President Kannick and will send to Soror Ford to repost

**Budget and Finance**

* Soror Dallas sent the budget out by mail
  + We need to have a 0 sum and will add the revenues subtract expenses to get to 0
  + Misc. was taken out b/c no one knows what it is
    - However, this will be put back in and deducted
    - Soror Dallas asked what amount should she put there
  + Liability, Bonding, and Corporate= mandated fees
  + Storage and Post Office cannot be changed
  + Education & Youth Initiatives will be separated into separate line items
  + Physical & Mental Health was increased because they are anticipating more programming
  + Political Awareness & Involvement- was decreased to focus on local initiatives
  + Jazz Corner increased because the band is Dee’s Guys
  + 6-8% was removed from everyone’s submitted proposed budget

President Kannick asked to remove the contingency from budget spreadsheet because 19-20 dues are also included in the contingency line

* Leave it at 0 for now

President Kannick asked for a motion to accept the 19-20 proposed budget

It was properly moved by Soror Wood-knox and seconded by Soror Ohemeng

* There were no opposes

Courtesies and Condolences

* Soror Dallas asked the Exec. Board to vote on whether or not this line item could be increased $200.00 this year for a graduation gift for a Soror’s child

President Kannick asked for a motion to increase the Courtesies and Condolences line item to $200.00 for this year

It was moved by Soror Dantzler to increase the Courtesies and Condolences budget by $200.00 current budget for a graduating child who is a senior of a Soror and it was seconded by Soror Holmes

President Kannick asked for Questions:

* Soror Wood-Knox asked does the senior have to be going to college or just graduating?
* Soror Brown-Major asked if we were setting a precedence?
  + Also asked, how did we come up with the $200.00?
* Soror Ohemeng did we double check to make sure there is only 1 child graduating?
* Soror Maddox made a comment that the gift amount should be based on the budget of the year
* Soror Wood-Knox made a comment there needs to be criteria for money

President Kannick called for a vote for the motion that was put on the floor- to increase the Courtesies and Condolences current budget by $200.00 for a graduating child who is a senior of a Soror?

Vote:

In favor- 6 votes

Opposes- 3 votes

Abstentions- 1 votes

President Kannick stated that the recommendation to increase the Courtesies and Condolences current budget by $200.00 for a Soror’s graduating child who is a senior was passed

**Membership Services**

* No report was given

**Audit**

* 3rd quarter audit
  + April 27, 2019- completed and submitted to National
  + It was determined that the chapter has satisfactory financial internal controls and the review supports the existence and utilization of these controls
  + 13 deposits and 32 disbursements for the quarter
  + Treasurer and Financial Secretary reports were aligned with that of bank statements
  + Checkbook and bank records were reconciled
    - Minor mistakes were made by the bank and the prior bank error from last quarter was reconciled

It was moved by Soror Ohemeng to accept the audit report and it was seconded by Soror Wood-Knox and all were in favor.

**Policies and Procedures**

* Soror Maddox sent a resignation letter as chairperson because of obligations
* Soror Maddox stated the chapter will be voting on what is, because there were no edits received or seen
* The Policies & Procedures were sent out for review in March

President Kannick applauded Maddox for her hardwork for Delta and for the Chapter

Mayweek was added to agenda

* Soror Campbell-Holmes gave the Mayweek report
  + Bridgette Frazier is doing salads & desserts
  + Wear red and white and sorors were asked to report at 3:30 pm
  + The finale program will be Sunday, May 19, 2019

President Kannick reminded the board about Family Promise on June 2, 2019

Soror Dallas stated that there was a meeting with the Community Foundation about tickets

* If guests send ticket money directly to the community foundation and attend the event, 50% of the ticket price will be tax deductible and if they purchase a ticket and do not attend, then 100% of the ticket price is tax deductible

Announcement

* Soror DeAnna Campbell-Holmes was named Teacher of the Year

The meeting was closed with a prayer by Soror Maddox

President Kannick adjourned the meeting