

Executive Board Meeting

Novant Clinical Offices

January 3, 2017

Attending Sorors: Melita Mitchell, Janice Winstead, Ella Smith, Jackie Jenkins, Monica York, Sherri Peters, Deirdre Hatcher, Mary Lindsay-Barber, Heather Sharpe, Cristal Watson, Tiffany Wilson, Vee Seward, Kamisha Kirby, and Laverne White.

President Melita Mitchell called the meeting to order at 6:39 PM and Soror Monica York led us in prayer.

Motion made by Soror Cristal Watson to adopt the agenda. The motion was 2nd by Soror Mary Lindsay-Barber. Motion carries.

No corrections made to the minutes.

**CORRESPONDENCE: Soror Jackie Jenkins**

* Holiday Greetings – South Atlantic Region Leaders
* Thank you card Union County Chamber – Red Carpet Gala

**PRESIDENT’S COMMUNICATION: Soror Melita Mitchell Report on File**

 *National Updates*:

* The Call to Convention is now available in the Members Only Portal of the National Website. To view, log in and select the Call to Convention tab. The 53rd National Convention will be held in Las Vegas, NV August 3-9, 2017.
* Grand Chapter has launched the Delta Sigma Theta Sorority, Inc. Preparedness in Your Pocket app in partnership with the Red Cross. You can download it for free from the Apple App Store or Google Play Store. Just search “Red Cross Emergency” or text GETEMERGENCY to 90999.
* Reminder that Women-Owned Business Plan Competition Sponsored by Delta Sigma Theta Sorority, Inc. is open until January 31, 2017. There will be $1,000.00 awarded in 2017. Please see flyer that is circulating. Rep Your Region step show competition will be held at the 53rd National Convention. Registration is $250 and will open in February. Please contact me if you are interested in forming a team for competition.

*Regional Updates:*

* Reminder that the South Atlantic Prayer Line is available to cover specific prayer is available to cover specific prayer concerns and requests as needed. The prayer email has been activated and is checked on a daily basis. The email address is [sarprayerline@gmail.com.](file:///E%3A%5CUCAC%20Minutes%202016%202017%20JLW%5Csarprayerline%40gmail.com)
* We are partnering with the Lexington Alumnae Chapter to present Founders Day West on February 26, 2017 in Lexington, NC. Sign-up Genius will be sent out as we will need volunteers for the event. Registration will be $65.00 and there will be no onsite registration. Sorors Tonya Longmire and Laverne White will be singing for the event. Money is due on January 31, 2016 to the finance team so that one chapter check can be sent. Keynote speaker for the event will be Soror Daphne Maxwell-Reid.
* If anyone submitted an application for the 2016-2018 SAR Leadership Fellows, please let Soror Melita Mitchell know.

*Local Updates*:

* Our chapter will participate in the NAACP MLK Parade on Sunday, January 15, 2017. Please see yahoo groups for the sign up genius.
* Proctors are needed for this upcoming testing cycle at Sun Valley. Please also send other potential meeting sites to Soror Melita Mitchell for consideration.

**Finance: Report on File**

* Soror Sherri Peters, Financial Secretary - Report and Collections for **December 2016:**

December 2016 Grand Total: $ 3,978.00\*

Receipts YTD Total: $ 15,410.31

* Soror Janice Winstead, Treasurer  **Report on File**

 **December 2016:**

Total Income $ 4,313.00\*

 Total Expenses $ 2,796.02

 Net Increase (Decrease) $ 1,526.98

 **Ending Account Balances $43,629.58**

**\* Variance due to deposit dates between December and January.**

**COMMITTEE REPORTS**

**Finance Budget Report: Soror Janice Winstead Report on File**

* Updated process and template for committee chairs and officers to submit budget requests for 2017-2018 sorority year. Communication was sent to sorors on 1/3/2017.
* Reminders & Updates:
1. Quarterly budget review meetings will be:

2/4/17 and 5/13/17

1. Budget change requests are due to Janice Winstead one week prior to the meeting
* Committee chairs or officers requesting changes need to submit their requests by to jewinstead2000@aol.com.
* Include the change requested, the reason why, and any other information that will help the committee evaluate the request
1. 2017-2018 Budget Requests due 1/31/2017 to Janice Winstead
2. Event Reconciliations due by February Exec Board meeting for the following activities: Popcorn Fundraiser, Yankee Candle Fundraiser, and Holiday Luncheon
3. 2017-2018 Dues now being accepted, please complete renewal form and submit with your payment by 3/20/2017 (personal check) or 3/27/2017 (certified check)

**Social Action: Soror Monica York Report on File**

* Volunteers are needed to attend local municipality meetings and solicitation will begin at the January chapter meeting
* Collection drive will begin for Box Tops for Education
* Soror Monica Smith will lead a food drive and collections will occur through Q1.
* Read Across America Event will be held on 3/2/2017 at Wesley Chapel Elem School. Sign-up Genius will be sent for sorors to volunteer after chapter meeting.
* Delta Days of Nation’s Capital – March 4 – 7, 2017. Soror Janice Winstead is planning to attend.
* Child Abuse Prevention Month – more to come.
* Crisis Assistance Ministry Walk – more to come.
* Mental Health Awareness Month – more to come.
* Expungement Event – target date mid-May
* 17 pairs of shoes to project
* coordinator for Jamaica (travel in March)
* Pillow Project – 32 pillows donated to shelter; Gems & Academy Girls decorated and provided handwritten cards for each pillows

**Cotillion: Soror Vee Seward Report on File**

* Cotillion season progressing well with 8 debs; collections are higher this year compared to prior year; photo shoot this upcoming weekend
* Mother/Daughter Tea will be held on February 5, 2017 – Rippingtons, Waxhaw, NC

**Technology: Soror Vee Seward Report on File**

* Committee is focusing on recruitment
* Upcoming chapter meeting – training session for sorors to introduce new technology; RemindMe app – calendar for committee chairs to send reminders of meetings and events. GroupMe will also be set up with an opt in/opt out option as well.

**Membership Services: Soror Mary Lindsay-Barber Report on File**

* Christmas Luncheon – 28 sorors attended; Adopt a family and YWCA project was a success
* Tentative schedule for Sisterhood month discussed:

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| --- | --- |
| Tentative Date | Activity |
| March 4 | Prayer Breakfast |
| March 11 | Social: Jazzy Jeans & Gents |
| March 18 | Health Fair |
| March 23 | UC Chamber Business Expo |
| March 31 | Nile Project @ Wingate |

* Service Project for Sisterhood Month – collecting items for Soul Solace (agency supporting women after substance abuse and incarceration)
* 2016-2017 Directory – distributed in larger print at December chapter meeting
* Soror Game Night with Potluck – 2/18/2017 (Location and details TBD)

**PP & D: Soror Heather Sharpe Report on File**

* Still sorors to clear Risk Mgmt clearance; see Soror Heather if names are needed
* Gems/Academy December event: combined service project and holiday celebration. Donated and decorated 35 pillows to shelter. January event will be Money Management and Budgeting and will be held on 1/19/2017.

**Founders Day: Soror Melita Mitchell (for Soror Shalohm Bentley) Report on File**

* Founders Day West 2/26/2017 in Lexington, NC @ 11 am; Soror only event
* Soror Daphne Maxwell-Reid will be the keynote speaker; Sorors Tonya Longmire & Laverne White will be singing for the event
* Cost $65; Attire: Red dress or suit, no pants
* Sign-up Genius will be sent up seeking volunteer

**Nominating: Soror Melita Mitchell (for Soror Shalohm Bentley) Report on File**

* Candidate profiles are being received and logged by the committee chair

**Amenities: Soror Sherri Peters (for Soror Judy McGee) Report on File**

* Birthday cards in December were sent to the following Sorors: Teresa Anderson, Wendy Gravely, Jacqueline Massey, Melita Mitchell, and Pamela Buie. Get well card was sent to Soror Judy McGee. Sympathy card was sent to Soror Joyce Black Hicks. Christmas cards were sent out to some of our community partners. (We have started a Christmas card list that we will continue to update.)

**Arts & Letters: Soror Deirdre Hatcher Report on File**

* Red Carpet Event: “Hidden Figures” January 14, 2017 after chapter meeting; 3:50 PM; Movie cost $7.00
* Willow Oaks – still seeking volunteers for February – June events. Sign-up Genius is available.
* Book Club – Soror Judy McGee leading efforts. Book chosen: “Blackberry Days of Summer” by Soror Ruth P. Watson. Book club discussion will be 2/18/2017 right before game night begins. Time TBD.

**UNFINISHED BUSINESS**:

* Soror Melita Mitchell: Email and letter sent via US mail sent to scholarship recipient Malasia Taylor – need confirmation of her enrollment by 1/31/2017
* Soror Janice Winstead: Scholarship recipient Jordan Garrett awarded $3,000 scholarship and we have never heard anything from her
* Soror Althea Richardson is the new Scholarship Chair

**NEW BUSINESS**:

* Sorors Sherri Peters and Anya Ruffin will be sharing highlights about DREFT process to the chapter; for event planning purposes, the key is to be proactive; only advantage in utilizing DREFT process is if there are matching funds available from another organization (Please see Finance team for further details and information.)

**ANNOUNCEMENTS:**

* None

**ADJOURMENT:** Motion made to adjourn the meeting by Soror Vee Seward and second by Soror Heather Sharpe. Meeting adjourned at 8:02 pm.

Respectfully Submitted,

Soror Laverne White

Recording Secretary