

**HALL COUNTY ALUMNAE CHAPTER  
Delta Sigma Theta Sorority, Inc.  
North Georgia Community Foundation  
340 Jesse Jewel Parkway, Suite 600  
Gainesville, GA 30501  
Minutes of the December Chapter Meeting  
Held on Saturday, December 16, 2023**

**Pre-Meeting Safety Briefing:** Soror Melanie Floyd presented the safety briefing via PowerPoint.

**Chapter Members Present:** Vallorie Coley, Kenya Ficklin, Melanie Floyd, Erica Glenn, Sheriah Johnson, Patricia Lee, Whitney McDowell-Robinson, Angela Middleton, Alisha Moore, Audrey Simmons, Francia Tolbert, and Deborah Washington (**A quorum was present for the transaction of business.**)

**Visiting Sorors:** Shaniya Gause, Toya Morrison, Tywonna Whelchel-Payne, and Neisee McArthur-Williams

**Call to Order:** Soror Sheriah Johnson called the meeting to order at 10:02 a.m. The meeting proceeded with the ritualistic opening.

**Adoption of Agenda:** The agenda was adopted as printed. (General Consent)

**Minutes of Previous Meeting:** The minutes were approved as printed. (General Consent)

**Correspondence:** In the absence of the corresponding secretary, Soror Sheriah Johnson reported that a refund from the Athens Alumnae Chapter for a loan deposit was received from the post office box. All regional and national correspondence is emailed to every chapter member.

### **Chapter Reports**

President: Soror Sheriah Johnson greeted sorors with happy holidays and wishing sorors and their families a wonderful, memorable, and loving holiday season. Soror Sheriah Johnson gave the following report:

- Executive Committee Call with Regional Director: There was no call for November. The next Exec Check will be held on Dec.19.
- Heritage and Archives: Under Soror Sandra Horton's tenure as the Southern Regional Director, a book on the history of the Southern Region was released. This monumental publication captured the evolution of the Southern Region. The Heritage and Archives Committee seeks to update and showcase those stories and secure every chapter's history in the region. The compilation of all the information will be preserved in a presentation, allowing a digital platform for the history to be viewed and shared. The deadline for the submission is Dec. 20. Hall County Alumnae's information was sent via the Jotform of chartering photo and date.
- Membership Intake Update: The regional director did not approve our request for membership intake for Spring 2024. Her rationale was that she was only approving chapters that had 100% eligibility. This is based on the members' attendance at regional conferences and national conventions. Due to the simple fact that we did not have the required number of sorors that had attended the conferences and conventions, we did not receive her approval. In my conversation with her, she reiterated that all members should attend, especially with the virtual options, and she

strongly encouraged increased attendance. Soror Alisha Moore requested to have a record of her concern with membership intake. A gist of her question is as follows: Why were chapter members approved to serve on Tau Eta's Reactivation Team, but not approved for the Hall County Alumnae Chapter's Membership Intake Process?

- North Atlanta/North Fulton Chartering Interest Group: The HCAC Executive Committee met with members of the North Atlanta/North Fulton Chartering Group and the regional director on Dec. 6. The meeting was productive. Soror Sheriah Johnson noted that the executive committee should have something to present to the chapter in January.
- Website: Soror Sheriah Johnson shared that the website should be live now. The password to the members only section was given to members.

Soror Sheriah Johnson submitted a detailed report that is on file.

First Vice President/Membership Services (Hospitality and Courtesies): In the absence of the First Vice President, Soror Vallorie Coley read the executive board report, which follows: Soror Denise Arnold thanked everyone for attending the Thanksgiving luncheon. She will announce birthday celebrants at the December chapter meeting.

Second Vice President (Program Planning and Development): Soror Erica Glenn relayed that the Thanksgiving Community Feed program served approximately 1,700 people. The chapter participated in the Salvation Army Red Kettle Campaign in December. The adopt-a-family Christmas gifts will be delivered today, except for the students in Forsyth. Soror Erica Glenn thanked everyone for the volunteering in these activities.

Financial Secretary: A report was not submitted. Soror Sheriah Johnson was unable to enter Google Docs to retrieve a report of the popcorn fundraiser.

Treasurer: Soror Patricia Lee presented the November 2023 financial report via shared screen. A beginning balance, receipts, contributions, income, disbursements, and an ending balance were highlighted.

Budget and Finance: Soror Patricia Lee presented the 2024 HCAC Annual Budget Proposal via shared screen depicting requests and recommendations. Total revenue, total expenses, and total expenses over income were highlighted.

Fundraising: Soror Angela Middleton made a report concerning a "Ladies & Gents Valentine's Night of Entertainment" fundraiser. Hall County Alumnae Chapter has been asked to partner with the Gents Club of Gainesville. The report was presented via a shared screen. The venue for the event is the American Legion Post 7. The color theme is red and black with gold accents. The dress code is cocktail. This event is scheduled for February 3, 2024, from 6:30 – 11:30 p.m. All other pertinent information was discussed, i.e., set up, catering, entertainment, materials, auction, vendors, ticket prices, and tasks for each organization. There will be various choices of ticket prices. A Memorandum of Understanding (MOU) must be established with the Gents Club. Hall County Alumnae will be responsible for decorations. Advertising will be via social media. The Gents Club will acquire security.

**Soror Sheriah Johnson recommended on behalf of the Executive Board to proceed with cohosting the fundraising event with the Gents Club with a Memorandum of Understanding (MOU). There were nine (9) in favor, and zero (0) opposed.**

Internal Audit: Soror Alisha Moore reported that the Internal Audit Committee met on October 21, 2023. Quarter 1 audit for the short year July 1, 2023 - September 30, 2023, has been completed and submitted in

the Red Zone. The audit found that the chapter has satisfactory financial internal controls, and the review supports the existence and utilization of these controls. The next audit for October 1, 2023 - December 31, 2023, is due in the Red Zone by February 1, 2024. The Annual Internal Audit Report (IAR) for the short year is due in the Red Zone by February 28, 2024. Soror Alisha Moore submitted a report that is on file.

Policies and Procedures: Soror Vallorie Coley reported that a Policies and Procedures Workshop via Zoom was held on November 30, 2023. The items reviewed were governing documents, administrative tools, the duties and timelines of the P&P Committee, the P&P template, Rules of Order, policy changes, submission process, and areas of improvement. A new template should be available in a couple of months. The March 2022 edition is what we are using currently. The committee must make sure to research amendments to determine if a change would impact other areas of the policies and procedures. Amendments require a two-third (2/3) majority vote of members present and voting. Proposed chapter changes are due on December 16, 2023. Soror Vallorie Coley submitted a report that is on file.

Educational Development: Soror Francia Tolbert reported that a workshop/career fair for high school students is being planned. A possible date is April 10, 2024.

Technology: Soror Melanie Floyd stated that she is open for suggestions for the slide presentations that are presented during the chapter meetings. The newsletter will be sent by the end of December.

Georgia State Cluster Committee: A report was not presented.

#### **Unfinished Business**

- There was no unfinished business.

#### **New Business**

- Soror Sheriah Johnson acknowledged the visiting sorors and shared that Soror Neisee McArthur-Williams has joined the chapter.

#### **Announcements**

- Soror Toya Morrison suggested a brief visit with Soror Evelyn Brown after the meeting. Soror Evelyn Brown is a Delta Dear.

#### **Adjournment**

- **MOTION:** Soror Whitney McDowell-Robinson moved to adjourn the meeting at 11:38 a.m.  
**SECOND:** Soror Patricia Lee **ACTION:** Motion carried with no opposition.

Soror Sheriah Johnson closed the meeting and proceeded with the ritualistic closing.

Respectfully submitted,

*Vallorie Coley*

Vallorie Coley, Recording Secretary

**APPROVED:** *Sheriah Johnson*

Sheriah Johnson, President

**DATE:** 1/20/2024