

**HALL COUNTY ALUMNAE CHAPTER
Delta Sigma Theta Sorority, Inc.
North Georgia Community Foundation
340 Jesse Jewel Parkway, Suite 605
Gainesville, GA 30501
Minutes of the October Chapter Meeting
Held on Saturday, October 21, 2023**

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

Chapter Members Present: Denise Arnold, Vallorie Coley, Sue Davis-Westmoreland, Melanie Floyd, Erica Glenn, Natasha Iszard, Sheriah Johnson, Patricia Lee, Denise Livingston, Gloria Maddox, Jasmine Mays, Whitney McDowell-Robinson, Angela Middleton, Alisha Moore, Georgette Riggans, Audrey Simmons, Francia Tolbert, Deborah Washington, and Lisa Williams (**A quorum was present for the transaction of business.**)

Visiting Soror: Sheila Tabron

Call to Order: Soror Sheriah Johnson called the meeting to order at 10:04 a.m. The meeting proceeded with the ritualistic opening.

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

Minutes of Previous Meeting: MOTION: Soror Alisha Moore moved to approve the minutes by changing Suite 605 to Suite 600 in the chapter meeting location. **SECOND:** Soror Sue Davis-Westmoreland **ACTION:** Motion carried with no opposition.

Correspondence: Soror Sheriah Johnson reported that the following items were received from the post office mailbox: dues from Soror Sue Davis-Westmoreland, and Soror Alisha Moore; a bank statement; a thank-you card from the family of Soror Arbra Prather for her Omega Omega Service; a thank-you card from Soror Denise Arnold for flowers, cards, and prayers during her surgery; and a thank-you card from Adim Arnold for receiving a chapter scholarship.

Teachable Moments

- **Protocol and Traditions:** Soror Alisa Moore presented a Protocol and Traditions PowerPoint that outlined the honored practices of the Sorority. The topics shared were as follows: Where to Locate the Protocol and Traditions Manual; The Three Rites of Passage: Secrets, Password, Signs and Grips; Greetings; Who Speaks for Delta; Rap Order; Proper Attire for Chapter Meetings; Chapter Meeting Etiquette; and Code of Ethics/Misuse of Delta Symbols.
- **Risk Management Chapter Orientation:** Soror Audrey Simmons presented the National Planning and Development Risk Management Chapter Orientation PowerPoint. Soror Audrey Simmons named the National Risk Management Team. She also gave knowledge checks during the presentation. The topics shared were as follows: What is Risk Management, Risk Management Manual, Delta's Youth Programs, and Operational Principles and Youth Policies.

Chapter Reports

President: Soror Sheriah Johnson reported the following from the **Executive Committee Call with the Regional Director** that was scheduled on September 19, 2023:

- Collegiate updates were given for Hazing Prevention Week.
- Soror Amaris Johnson mentioned cleaning up strolls and asked everyone to go to their TikTok, Facebook, Instagram, etc. and remove strolls that are not in line with Delta guidelines.
- All collegiate chapters have joint advisor email accounts. When emailing regional and national leadership, follow the chain of command. Before going to the National First Vice President, etc., contact state coordinators first. When reaching out to the regional director, keep the state coordinator and state facilitator on the communication.
- Advisor updates were given concerning advisory teams. Delta resumes are a requirement for advisors. Soror Amaris Johnson is considering a change to the criteria of who can be an advisor. She is looking for sorors that have significant contributions to alumnae chapters so they can translate skills and practices to collegiate chapters. She would like to expand partnerships with collegiate and alumnae chapters.
- **Cluster Dates:** January 12-14 Athens, GA; January 26-28 Jacksonville, FL; February 2-4 Memphis, TN; February 16-18 Mobile, AL; February 23-25 Gulf Coast, MS
- **Cluster Theme:** “2024 Throwback ’80s and ’90s.”
- **Regional Secretary:** Soror McKisic reminded sorors to check the dashboard for compliance status. As of September 18, 2023, the Southern Region is at 60%, which includes Alabama 50%, the Bahamas 0%, Florida 60.8%, Georgia 65.5%, Mississippi 74.3%, and Tennessee 46.2%.
- **Scholarship and Standards:** Soror Sabrina Polote relayed that Policies and Procedures and Rules of Order are due by September 30, 2023. On October 4, 2023, a National Elections and Nominations Webinar will be conducted. Around mid-October, Soror Sabrina Polote will conduct office-hours or just-ask sessions to address any questions regarding the difference between members and sorors. All anniversary celebrations or reunions during the homecoming season are organized by the active chapters.
- **Program Planning and Development:** Soror Pamela Hill spoke about the National Alliance on Mental Illness (NAMI) initiatives for collegiates. The soror who raises the most funds for the St. Jude September Walk/Run on Sept. 30, will receive an all-expense paid trip to the St. Jude celebration in Memphis, TN. Be on the lookout for regional events, i.e., American Cancer Society in October.

Please be reminded that the monthly Exec Check recordings are emailed to chapter members.

Soror Sheriah Johnson is waiting for **Membership Intake (MI)** approval from the regional director. On the MI Monday call, the State MI Coordinator mentioned that responses are delayed. **The Georgia State Cluster** will be held in Athens, Georgia, on January 12-14, 2023. The regional director has requested that Hall County Alumnae co-host the 2024 Georgia State Cluster with Athens Alumnae, and Lake Oconee Alumnae. Soror Sheriah Johnson expressed that Hall County Alumnae members really need to engage and participate so we can do our part. Soror Denise Arnold, our co-chair representative for the cluster planning, will give additional details regarding the Georgia State Cluster. The **North Atlanta/North Fulton Chartering Interest Group** is requesting a Memorandum of Understanding (MOU) that contains some of our service area. Soror Sheriah Johnson attended a call on Sunday, Oct. 8, with the steering committee as well as other metro chapter presidents that have impacted service area for this interest group, which are Atlanta Alumnae Chapter, Atlanta Suburban Chapter, Decatur Alumnae Chapter, Douglas-Carroll-Paulding Alumnae Chapter, East Point-College Park Alumnae Chapter, Gwinnett County Alumnae Chapter, Marietta-Roswell Alumnae Chapter, and Stone Mountain-Lithonia Alumnae Chapter. Soror Sheriah Johnson asked the group to provide her with the paperwork dealing with HCAC. Soror Sheriah Johnson submitted a detailed report that is on file.

First Vice President/Membership Services (Hospitality and Courtesies): Soror Denise Arnold reported that there are currently **34 financial members**, and they are as follows:

Denise D. Arnold	Deborah Mack
Rena Bass	Gloria Maddox
Vallorie Coley	Jasmine Mays
Sue Davis Westmoreland	Whitney McDowell-Robinson*
Kenya Ficklin	Wanda McRae
Melanie Floyd	Angela Middleton
Erica Glenn	Kayla Mitchell
LaMonika Hill	Alisha Moore
Monica Hudson	Georgette Riggans
Sybil Ingram	Audrey Simmons
Natasha Iszard	Jennifer Simmons
Avery Johnson	Kimberly Stephens
Sheriah Johnson	Francia Tolbert
Christy Johnson-Borders	Shirley Vereen
ShaRonda Kimbrough	Deborah Washington*
Patricia Lee	Lisa Williams
Denise Livingston	Tyra Wimpye

*Two new members should not be financial with HCAC until January 1, 2024. However, due to problems with the Red Zone they were moved to our roster. Soror Denise Arnold welcomed the new members to the chapter, and they are Soror ShaRonda Kimbrough (2022-2023), Soror Whitney McDowell-Robinson (2024), and Soror Deborah Washington (2024). Soror Denise Arnold recognized Soror Sheila Tabron as a visiting soror.

Soror Denise Arnold relayed that the Membership Services Committee (MSC) has scheduled to host the chapter's annual **Thanksgiving Luncheon** as a retention activity on Saturday, November 18, 2023, immediately following the November chapter meeting. Members are asked to invite an inactive soror to attend a chapter meeting and fellowship with members of HCAC. The luncheon will be a catered, self-pay event. The cost of the luncheon for HCAC members is \$20 per person. There is no charge for nonfinancial sorors. An announcement was emailed last week so members can RSVP and pay via PayPal for the event. The financial secretary will also accept cash or check payments after the September and October chapter meetings. All RSVPs and payments are requested no later than Sunday, November 5, 2023. Please make plans to attend. MSC invites sorors to the fall **Sisterhood Worship Day** on Sunday, October 29, 2023, at St. Paul United Methodist Church located at 705 Summit Street, Gainesville, GA 30503. The service begins at 10 a.m. This is a retention activity, and sorors are asked to wear red. After the service, please make plans to attend a self-paid sisterhood brunch at Avocado's on 109 Bradford Street NE, Gainesville, GA 30501 at 12:30 p.m. RSVP for the brunch no later than October 25, 2023. The fall **Delta Internal Development (DID) Workshop** topic will be Fiscal Management. To accommodate a service initiative by the PP&D Committee, the date of the virtual workshop has been moved from Saturday, November 11, 2023, to Saturday, November 4, 2023. MSC has requested a 9 a.m. start time and will confirm once the chapter has been assigned a DID trainer. MSC invites the chapter to participate in the inaugural **Reclamation Challenge**. The theme is "Each One Reach One." MSC is asking each member of HCAC to help reclaim at least one soror. For a soror to count as reclaimed, she must be nonfinancial for both the current and the prior fiscal year. The rules for the Reclamation Challenge are as follows:

1. Sorors participating in the Reclamation Challenge must be current financial members of HCAC.
2. The reclaimed soror must pay her dues during the contest period, which is September 16, 2023-March 31, 2024.
3. Once the reclaimed soror becomes a member of HCAC, she will receive a Welcome Home form

and asked for the name of the HCAC member who invited her. Please note, only the soror listed on this form will receive credit for the Reclamation Challenge.

4. The HCAC member who reclaims the most sorors will be declared the winner of the Reclamation Challenge. The winning chapter member will have her local dues paid for FY 2025 by the Membership Services Committee.
5. In addition, all non-winning chapter members who reclaimed at least one soror will be eligible to participate in a Reclamation Challenge drawing. Each participating chapter member will receive one raffle ticket for each soror they reclaimed. All the raffle tickets will be entered into a random drawing for a chance to win one \$25 gift card. Two gift cards will be awarded.

Soror Denise Arnold relayed that the **Joy in Our Sisterhood Awards** were created to encourage and reward regular participation in HCAC events. MSC will recognize the Delta Doll, Delta Diva, and Delta DEAR who complete the most steps during our May chapter meeting. The criteria for the award have been provided. Soror Sheriah Johnson asked to add bonus points for cluster participants. Committee chairs are asked for their assistance by emailing Soror Denise Arnold their attendance lists after each committee meeting. Soror Denise Arnold introduced a new initiative, the **Superior Performance and Outstanding Tenacity (S.P.O.T.) Awards**, that are honorable mentions to recognize chapter members for service on a committee, kind acts, or general support of HCAC. MSC will accept nominations throughout the year and will present S.P.O.T Awards quarterly during the November, February, and May chapter meetings. The nomination form was emailed to all HCAC chapter members last week. To respond to a question concerning membership intake, it was noted that attendance of conventions and conferences has been added as a requirement to serve on a Minerva Circle. Reports must be viewed by the regional director before giving approval for membership intake. Soror Denise Arnold submitted a report that is on file.

Second Vice President (Program Planning and Development): Soror Erica Glenn reported that the Program Planning and Development (PP&D) Committee met on Oct. 3. The **Christmas on Green Street** is scheduled for Dec. 3, at 5-7 p.m. The chapter needs to register for the parade. Three to four large bags of candy are requested. The chapter is scheduled to participate in the **Salvation Army Red Kettle Campaign** on Dec. 9, from 10 a.m. – 2 p.m. at the Kroger on Limestone in Gainesville. Soror Denise Arnold will send a sign-up email for this activity. **Impact Day** will be moved perhaps to May 4, 2024. PP&D will do an assessment for Hall County and Forsyth County. The **Adopt-a-Family** initiative will consider families from Gainesville City Schools, Hall County Schools, and Forsyth County Schools. The **11th Annual Community Feed** will need volunteers. Soror Erica Glenn will check with Soror Angela Middleton on the dates for volunteering. **The Habitat for Humanity Women's Build** is scheduled for Nov. 11, at 9 a.m. – 3 p.m. Twenty people are needed. Soror Erica Glenn asked for committees to send their activity dates.

MOTION: Soror Erica Glenn moved on behalf of the Executive Committee and the PP&D Committee to participate in the Habitat for Humanity Women's Build on Nov. 11, 2023, from 9 a.m. – 3 p.m. **SECOND**: N/A **ACTION**: Motion carried fourteen (14) in favor; zero (0) opposed.

Soror Erica Glenn read information concerning the Christmas on Green Street Parade in reference to registration, number of vehicles, and walking groups.

MOTION: Soror Patricia Lee moved to participate in the Christmas on Green Street Parade on Dec. 3, with a car and walking group. **SECOND**: Soror Vallorie Coley **ACTION**: Motion carried sixteen (16) in favor; one (1) opposed.

Financial Secretary: Soror Jasmine Mays reported the 2024 sorority year dues. A total of \$5,310 was collected at the September 16, 2023, chapter meeting. Via PayPal, \$1,245 was collected. A total of \$6,555 was collected in total. On October 2, 2023, \$645 for dues and \$3.70 for PayPal fees were collected. On September 27-29, three more sorors paid their dues for a total of \$1,245. The dues payment deadline has

been extended until Oct. 15. After this date, sorors can still pay their dues, but will incur a late fee. Currently, twenty-three sorors have paid their dues totaling \$8,445. Soror Sybil Ingram has been contacted to clarify her payment and to submit her dues form. Soror Jasmine Mays submitted a report that is on file.

Treasurer: Soror Patricia Lee shared that she is in the process of updating/reconciling her report.

Budget and Finance: Soror Patricia Lee announced that budget requests are due at the end of November 2023.

Fundraising: Soror Erica Glenn reported that the fundraising committee recommends that the chapter host a Double Good Popcorn Fundraiser from Thursday, November 2, 2023, at 5 p.m. through Monday, November 6, 2023, at 5 p.m. All chapter members are asked to donate \$250. These funds can come from popcorn profit, donations, or a combination. The chapter will raise at least \$8,000 if all chapter members participate in the fundraiser and reach the minimum goal. Partial proceeds from the fundraiser will support chapter programs and scholarships.

Revenue Popcorn Sales	32 Sorors @ \$250 each	\$8,000
Total Revenue		\$8,000
Expenses		\$0.00
Total Expenses		\$0.00
Net Revenue Over/Under Expenses		\$8,000
Net Profit Ratio		\$100%
Proceeds will be used as follows:		
Scholarship		35% → \$2,800
Community Service Projects		35% → \$2,800
Chapter Administrative		15% → \$1,200
Start-up Money for Future Fundraising Events		15% → \$1,200
		<hr/>
		100% → \$8,000

MOTION: Soror Erica Glenn moved on behalf of the Executive Board and the Fundraising Committee to recommend that the chapter host a Double Good Popcorn Fundraiser from Thursday, November 2, 2023, at 5 p.m. through Monday, November 6, 2023, at 5 p.m. **SECOND:** N/A **ACTION:** Motion carried with fifteen (15) in favor; zero (0) opposed.

Internal Audit: Soror Alisha Moore reported that the Internal Audit Committee reports for the short year are as follows: Q1 (July 1- September 30) is due in Red Zone by Dec. 1; Q2 (Oct 1- Dec 30) is due in Red Zone by Feb 1; short-year annual Internal Audit Report (IAR) is due Feb. 28. The Internal Audit Committee is asking for internal audit documents to be turned in by October 20, 2023, for July 1-Sept 30. Soror Alisha Moore relayed that she sent a letter welcoming committee members Soror Sue Davis-Westmoreland, and Soror Denise Livingston. The next committee meeting is October 21,2023, with plans to complete the Q1 audit. Soror Alisha Moore submitted a report that is on file.

Physical and Mental Health: In the absence of the chair, Soror Sue Davis-Westmoreland relayed that over the course of the sorority year, the Mental and Physical Health Committee will be sharing basic wellness

tips to assist with reducing feelings of being overwhelmed in one’s day-to-day life. The Wellness Moment tip for today is mindfulness, which is the process of centering oneself in the here and now. One should ask herself, what is it that I need in this moment? Soror Sue Davis-Westmoreland expressed that self-talk is a civic duty.

Policies and Procedures: Soror Vallorie Coley shared the timeline for chapter policies and procedures updates and approval as follows: **October 21, 2023:** The chapter is instructed on how to locate the Rules of Order, the Chapter Policies and Procedures, and the Proposed Amendment Form that are posted on the chapter website. **October 21, 2023:** The Policies and Procedures Committee invites the chapter to begin submitting proposed changes. **December 16, 2023:** Proposed changes are due. **January 2024 and February 2024:** The Policies and Procedures Committee meets to review and prepare all proposed amendments. **March 12, 2024:** The Policies and Procedures Committee reviews and discusses proposed amendments at the Executive Board meeting. **March 16, 2024:** The Policies and Procedures Committee reviews and discusses proposed amendments at the chapter meeting. **April 16, 2024:** All proposed amendments will be posted on the website. **May 8, 2024:** The 10-day written notification to vote on amendments to the chapter policies and procedures will be emailed. **May 18, 2024:** Chapter members vote on the proposed amendments. Soror Vallorie Coley submitted a report that is on file.

Georgia State Cluster Committee: Soror Denise Arnold reported that the Georgia State Cluster will be held on January 12-14, 2023, at the Classic Center in Athens, GA. Athens Alumnae, Hall County Alumnae, and Lake-Oconee Area Alumnae Chapters are the host chapters for the 2024 Georgia State Cluster. Soror Angela Wyatt (Athens), Soror Denise D. Arnold (HCAC), and Soror Audrey Champion (LOAC) have been named as the Alumnae CoChairs. Kayla Mitchell (Tau Eta, Brenau University) and Sydney Mance (Zeta Psi, University of Georgia) are the Collegiate Co-Chairs. The Cluster Core Team, which includes the Co-Chairs, Host Chapter Presidents, North Georgia State Coordinator, Lessie Lyttle, North Georgia State Facilitator, Jada Crockett and select members of the state leadership team have been meeting weekly. After the initial Cluster Core Team meeting and Meeting with Soror Amaris Johnson, the Cluster Co-Chairs met to begin planning. **Cluster Committees:** The cluster co-chairs agreed to divide the twenty-one cluster committees and select chairs for the committees they are responsible for from their respective chapters. The cluster co-chairs divided the committees as follows:

Athens Committees	HCAC Committees	Lake Oconee Committees
Carousel	Decorations	Ecumenical
ERT	Hospitality/Hostesses	Program
Logistics	Photography	Protocol
Media/Communications	Protocol	Ritual and Ceremonies
Registration	Souvenirs/Door Prizes	Sponsorships/Fundraising
Transportation	Welcome Event/Reception	Vendors
Technology		Workshops
VIPs/Escorts		

The following chapter members have agreed to serve as chairpersons for Hall County Alumnae Committees:

- | | |
|-----------------------|-------------------------------------|
| Decorations | Soror Patricia Lee, Chair |
| | Soror Denise Livingston, Co-Chair |
| Hospitality/Hostesses | Soror Sue Davis-Westmoreland, Chair |
| Photography | Soror Sheriah Johnson, Chair |
| Protocol | Soror Erica Glenn, Chair |

Souvenirs/Door Prizes
Welcome Event/Reception

Soror Melanie Floyd, Chair
Soror Alisha Moore, Chair

Soror Denise Arnold noted that once the committee chairs were selected by each cluster co-chair, a cluster committee sign-up form was sent to members of each host chapter. All members are asked to sign up by October 22, 2023, for at least one cluster committee. **Registration** for the Georgia State Cluster is expected to open soon. The cost for Alumnae registration is \$155. There will not be a discount for host chapters. However, registrations for all host chapters members have been reserved. Once the registration information is received, host chapters will have three days to register with their special code/link. The code/link will expire, and then general registration will open for all State Clusters in the Southern Region. If anyone does not register during the special registration period, she will have to register during general registration. **Hotel reservations** will be managed by Visit Athens Housing Bureau. Members of the host chapters will receive a link that will allow them to reserve their hotel before the housing link is released to the public. If you plan to stay in a hotel, please reserve your hotel reservation before registration opens to the state. You do not have to pay a deposit to reserve a hotel room, but a credit card number is required to hold your reservation. The **special registration code** and hotel reservation link are strictly for members of the host chapters and must not be shared with anyone. Sorors who register with this code will be verified with data in the Members Only Portal. If it is determined that a soror is NOT a member of one of the host chapters, her hotel reservation and Cluster registration will be cancelled, and she will NOT be entitled to a refund.

Membership Services Spotlight: Soror Alisha Moore read a bio of Soror Sue Davis-Westmoreland.

Unfinished Business

- There was no unfinished business.

New Business

- Minerva Circle Election: The election of the Minerva Circle was by secret ballot. Nineteen (19) votes were cast in favor. The Jewels are Soror Vallorie Coley, Soror Kenya Ficklin, Soror Melanie Floyd, Soror Erica Glenn, Soror Christy Johnson-Borders, Soror Patricia Lee, Soror Alisha Moore, Soror Audrey Simmons, and Soror Shirley Vereen. The Convenor of the Odyssey Experience is Soror Avery Mitchell, and The Keeper of Muses and Graces is Soror Melanie Floyd.

Announcements

- A preview of the HCAC website was shown to the chapter.
- Tau Eta Pyramid Induction Ceremony is scheduled for Wednesday, October 25, 2023. Invitation email will be sent.
- Family and Friends Day at St. John Baptist Church is this Sunday, October 22, 2023. Service begins at 9:30 a.m.
- Soul Food Sunday at Butler Park will be held on October 29, 2023, from 1-6 p.m.

Adjournment

- **MOTION:** Soror Patricia Lee moved to adjourn the meeting at 12:38 p.m. **SECOND:** Soror Whitney McDowell-Robinson **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: 11/18/2023