

**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 September Chapter Meeting**  
**Held on Saturday, September 16, 2023**

**MOTION:** 10/21/2023 Change Suite 605 to Suite 600 (VC)

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

**Chapter Members Present:** Denise Arnold, Christy Borders, Vallorie Coley, Sue Davis-Westmoreland, Kenya Ficklin, Melanie Floyd, Erica Glenn, Sheriah Johnson, Avery Mitchell, Patricia Lee, Jasmine Mays, Wanda McRae, Alisha Moore, Audrey Simmons, Shirley Vereen, Lisa Williams, and Tyra Wimpye (A quorum was present for the transaction of business.)

**Visiting Sorors:** Whitney McDowell Robinson, and Deborah Calhoun Washington

**Call to Order:** Soror Sheriah Johnson called the meeting to order at 10:11 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 previous minutes were approved as printed. (General Consent)

**Correspondence:** Soror Sheriah Johnson reported that the following items were received from the post office mailbox: dues for Soror Sue Davis-Westmoreland, and Soror Alisha Moore; a bank statement; a thank-you card from the family of Soror Arbra Prather; 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.

### **Chapter Reports**

**President:** Soror Sheriah Johnson welcomed everyone to the first chapter meeting of the sorority year. Soror Sheriah Johnson reported that the **Chapter Compliance Dashboard** indicates that we are in compliance for the 2023-2024 sorority year. Chapters will no longer receive compliance letters from the RD. According to a message from the Georgia State Coordinator, compliance is established by the dashboard, not the letter. The letter is a "practice" we have done in the Southern Region and a few other regions over several years.

Soror Sheriah Johnson gave her **National Convention report**. The report will be posted on the website.

Soror Sheriah Johnson gave an account of the **Exec Check Call** of August 22, 2023, which follows:

**Executive Committee Call with the Southern Regional Director (Soror Amaris Johnson)**

- An update was given on disciplinary actions.
- The SRD wants to conduct one-on-one meetings.
- The top four reasons where sanctions were issued last year are strolls, branding/imaging, fiscal,

and hazing.

- Sorors need to clean up strolls that may be inappropriate for social media.
- The SRD is holding an advisor update session to discuss best practices. The registration link went out to all advisors.

**Scholarship and Standards (Soror Sabrina Polote)**

- Submit Policies and Procedures only if changes were made. If no amendments were made, there is no need to resubmit. The document is due by Sept. 30.
- The new Chapter Management Handbook is posted on the national website.
- A Membership Intake 101 Webinar will be scheduled for September.

**National Finance Committee (Soror Toni Johnson)**

- Information on updated dues management and payment process was given.  
 Previous Fiscal Year (PFY 2022-2023) → July 1, 2022 – June 30, 2023  
 Current Fiscal Year (CFY Short Year) → July 1, 2023 – December 31, 2023  
 New Fiscal Year (NFY 2024) → January 1, 2024 – December 31, 2024
- 2024 fiscal compliance items are due.
- Liability and bonding insurance and corporate fees are due by Sept. 30.
- The Annual Financial Report must be uploaded in the Red Zone.
- The Fiduciary Responsibilities Forms must be uploaded in the Red Zone.
- **Financial Secretaries:** It is now required that the financial secretary starts the transmittal process. The financial secretary creates the transmittals, and the treasurer does e-check. The treasurer will not take any action until she hears from the financial secretary. The treasurer will go to the Task Center and submit payments. Dues payable for 2024 will begin on July 1 – Sept. 30. A \$10 late fee will apply after Oct. 1. After Dec. 31, a reinstatement fee will be applied. If sorors were not financial for the short year, the re-instatement fee would be applicable. Compliance Hub technical issues are being worked on so compliance items may not update even if submitted. This is being worked on to correct as soon as possible.
- **Internal Quarterly Audits for FY 2004:**

<b>Transaction Period</b>	<b>Must File in the Red Zone by</b>
Q1 January 1 – March 31	June 1
Q2 April 1 – June 30	August 1
Q3 July 1 – September 30	December 1
Q4 October 1 – December 31	February 1
Annual IAR	February 28

- **Short Year Audit:**

Q1 July 1 – September 30	December 1
Q2 October 1 – December 30	February 1
IAR	February 28

- **Audit Manual:** A new audit manual will be coming out soon. The National Audit Committee will hold office hours to assist and answer questions.

**Membership Intake (Soror Bethaney Coleman-Willis)**

- A Chapter Preparation Guide for Membership Intake is available on the national website. It does not replace MI governing documents. It gives a summary of steps to take to get prepared and move through the MI process.

**Program Planning and Development (Soror Tracy Thomas)**

- The Physical and Mental Health Committee is continuing the Live Well initiative. The committee is asking chapters to give Live Well moments (one to two minutes) on mental health issues and

help to promote Wellness Wednesdays on the second Wednesday of each month.

**Risk Management (Soror Kimberly Coward)**

- o Risk Management request forms are now electronic.

**Social Action (Soror Alfreda Coward)**

- o Chapters need to provide a 2024 voting plan for voter registration, mobilization, and collaboration.
- o Plan for poll workers: ten percent (10%) of chapter roster.
- o DDNC and DDAC event attendance: There is a request for all chapters to participate.

**Technology Committee (Soror Stehanie Singleton)**

- o The Regional Technology Committee is looking for sorors who are programmers, coders, etc. Interested sorors must email their professional resume and their Delta resume to [technology@dstsouthernregion.com](mailto:technology@dstsouthernregion.com) by Aug. 31.

**Collegiate Updates (Soror Jaylin Martin)**

- o All updates relative to collegiate members were given.

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

Soror Sheriah Johnson shared that according to the Georgia State Coordinator, the chapter may continue to meet as previously voted. No additional vote is required. Chapter photos were taken before the meeting today. 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 **31 financial members**.

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

Soror Denise Arnold recognized Soror Whitney McDowell-Robinson and Soror Deborah Calhoun Washington as visiting sorors; and Soror ShaRhonda Kimbrough as a new member. If sorors know a nonfinancial soror, especially one who resides in the HCAC service area, please invite her to a chapter meeting or upcoming event.

The following birthday celebrants were recognized:

**June**

- Garland Renae Bass (16<sup>th</sup>)
- Francina Tolbert (18<sup>th</sup>)

**July**

- Kimberly Stephens (1<sup>st</sup>)
- Christy Johnson-Borders (4<sup>th</sup>)

Kenya Ficklin (25<sup>th</sup>)  
Sue Davis-Westmoreland (27<sup>th</sup>)

**August**

Angela Middleton (14<sup>th</sup>)  
Tyra Wimpye (16<sup>th</sup>)  
Monica Hudson (23<sup>rd</sup>)

**September**

Patricia Lee (1<sup>st</sup>)  
Erica Glenn (4<sup>th</sup>)  
Melanie Floyd (7<sup>th</sup>)  
Gloria Maddox (9<sup>th</sup>)  
Audrey Simmons (23<sup>rd</sup>)  
Alisha Moore (24<sup>th</sup>)  
Deborah Mack (29<sup>th</sup>)

**Retention Activity – Thanksgiving Luncheon:** The Membership Services Committee (MSC) is scheduled to host the annual Thanksgiving Luncheon on Saturday, November 18, 2023, immediately following the November chapter meeting. This will be an opportunity 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 will be emailed early next 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 join us! **Reclamation Activity – Reclamation Challenge:** MSC invites members 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 (1) soror. Please note, 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 will be 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 soror will have her local dues paid for the 2025 fiscal year by the Membership Services Committee.
5. In addition, all non-winning sorors who reclaimed at least one (1) soror will be eligible to participate in a Reclamation Challenge drawing. Each participating soror will receive one (1) 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 will be awarded).

**Recognitions Activity – Joy in Our Sisterhood Awards:** The Membership Services Committee (MSC) is responsible to create recognition programs. MSC implemented the Joy in Our Sisterhood Awards during the 2022-2023 sorority year to encourage and reward regular participation in HCAC events. MSC will continue the initiative this year. The awards will be presented at the May chapter meeting to the Delta Doll, Delta Diva, and Delta DEAR who complete the most steps. The 22 Steps to Joy in Our Sisterhood Guidelines were distributed to everyone at the meeting. As last year, committee chairs will be asked for their assistance by providing an attendance sheet from each committee meeting. MSC will launch two additional recognition initiatives this year. The **Superior Performance and Outstanding Tenacity (S.P.O.T.) Awards** are honorable mentions to recognize sorors for service on a committee, kind acts, or general support of HCAC. The committee will accept nominations throughout the year and will present S.P.O.T awards quarterly during the November, February, and May chapter meetings. Each month the MSC will select one HCAC member and feature her as the **Soror in the Spotlight**. The soror will be

interviewed, and MSC will read her profile during the meeting. Sorors will have an opportunity to learn new facts about each other in a fun, creative way. Soror Denise Arnold submitted a report that is on file.

Second Vice President (Program Planning and Development): Soror Erica Glenn reported that a Reclamation Roundup (9/30/2023), a HCAC Boot Camp (10/28/2023), and a Delta Internal Development (DID) Workshop have been added to the chapter calendar for Membership Services. Soror Erica Glenn submitted the program calendar that is on file.

Financial Secretary: Soror Jasmine Mays reported that the 2024 sorority year dues with a total of \$1,036.65 have been collected so far via PayPal. This includes \$206.65 sent from Soror Sybil Ingram with a note for 2023-2024 local dues. There was no dues renewal form submitted, so it is not clear what this amount represents. Dues and renewal forms will be collected during the chapter meeting on Sept. 16. Soror Jasmine Mays plans to contact Soror Sybil Ingram to clarify the amount paid. To keep order, dues will be collected in person and MUST be paid in full (no partial payments) and submitted with the dues renewal form. Receipts will be given upon payment. Soror Jasmine Mays submitted a report that is on file.

Treasurer: Soror Patricia Lee read the operating account beginning balance, disbursements, and ending balance that covered the period July 1, 2023 – July 30, 2023. She submitted other summer months reports also. Soror Patricia Lee's reports will be posted once the new website is available for view. The reports will be filed for audit.

Budget and Finance: Soror Patricia Lee reported that the proposed July 1, 2023 – December 31, 2023, half-year budget is \$7,237.90.

Emergency Response: Soror Melanie Floyd gave a PowerPoint presentation. She shared that first aid kits will be available at meetings. The kit will not have any medications available for reasons of certain allergies one may have. Soror Melanie Floyd suggested to members to Tap a Delta (TAD) if an emergency should occur. Soror Melanie Floyd reminded members to have an up-to-date Delta Red Envelop. Mini first aid kits were given to quick responders who could show proof of having a Delta Red Envelop as well as answering pertinent questions. Soror Melanie Floyd submitted a report that is on file.

Internal Audit: Soror Alisha Moore reported that the Q4 audit was completed and filed in the Red Zone on August 24, 2023. The Internal Audit Committee did not receive documents from the financial secretary. Documents were received from the treasurer, which allowed for completion of Q4 audit. The Annual Internal Audit was completed and submitted in the Red Zone prior to the due date of August 31, 2023. The chapter is in compliance, and requirements have been met per Grand Chapter. Soror Alisha Moore relayed as an area of improvement is for the financial secretary to turn in documents for the quarterly audit. The dates for the quarterly audit will be changing due to the new sorority year structure. The chapter will be updated once the information is communicated from Grand Chapter. Soror Alisha Moore submitted a report that is on file.

Protocol and Traditions: Soror Alisha Moore relayed that the Protocol and Traditions Manual is located on the national website under Grand Chapter/Protocol & Traditions Committee/2021 Protocol and Traditions Manual. Soror Alisha Moore will present a teachable moment on Protocol and Traditions to the chapter as determined by the chapter president. Soror Alisha Moore submitted a report that is on file.

#### **Unfinished Business**

- Chapter Website: The chapter website is still under construction.

**New Business**

- Soror Spotlight: Soror Patricia Lee read Soror Melanie Floyd’s bio.
- North Georgia Community Foundation Partnership: Soror Sheriah Johnson recommended on behalf of the Executive Board to partner with the North Georgia Community Foundation. There were fifteen (15) in favor, and no opposition for the recommendation.
- Membership Intake: The mandatory video “Preparing for Membership Intake - Ready to Vote” was shown. The vote to proceed with membership intake was done via secret ballot. The chapter voted in the affirmative with fifteen (15) yes votes, and two (2) no votes. Minerva Circle nominations were held as follows: Leader of the Minerva Circle – Soror Denise Arnold, Convenor of the Odyssey – Soror Avery Mitchell, Keeper of Muses and Graces – Soror Melanie Floyd, Jewels – Soror Alisha Moore, Soror Melanie Floyd, Soror Patricia Lee, Soror Kenya Ficklin, Soror Audrey Simmons, Soror Vallorie Coley, and Soror Erica Glenn.

**Adjournment**

- **MOTION**: Soror Patricia Lee moved to adjourn the meeting at 12:03 p.m. **SECOND**: Soror Wanda McRae **ACTION**: Motion carried with no opposition.

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

Respectfully submitted,

*Vallorie Coley*

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Vallorie Coley, Recording Secretary

**APPROVED:** *Sheriah Johnson*

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**Sheriah Johnson, President**

**DATE:** 10/21/2023