

HALL COUNTY ALUMNAE CHAPTER
Delta Sigma Theta Sorority, Inc.
Meeting via Zoom
Minutes of the December Executive Board Meeting
Held on Tuesday, December 12, 2023

Attendance: Denise Arnold, Vallorie Coley, Kenya Ficklin, Melanie Floyd, Erica Glenn, Sheriah Johnson, Patricia Lee, Angela Middleton, Alisha Moore, Francia Tolbert, and Lisa Williams (**A quorum was present for the transaction of business.**)

Call to Order: Soror Sheriah Johnson called the meeting to order at 7:01 p.m.

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

Minutes of Previous Meeting: **MOTION:** Soror Alisha Moore moved to strike the word *today* in the announcement concerning Tau Eta. **SECOND:** Soror Melanie Floyd **ACTION:** Motion carried with no opposition.

Correspondence: In the absence of the corresponding secretary, Soror Sheriah Johnson reported that a bank statement, a check for popcorn sale money from Soror Deborah Mack, and a check for popcorn sale money from Soror Sue Davis-Westmoreland were received from the post office mailbox.

Chapter Reports:

President: Soror Sheriah Johnson greeted board members 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 2023. 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 Jotform.
- **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 Soror President’s conversation with her, she reiterated that all members should attend, especially with the virtual options, and she strongly encouraged increased attendance.
- **North Atlanta/North Fulton Chartering Interest Group:** The HCAC Executive Committee met with members of the North Atlanta/North Fulton Chartering Group and Soror Amaris Johnson 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. Soror Sheriah Johnson gave the password to the members only section.

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

First Vice President/Membership Services (Hospitality and Courtesies): 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 reported the calendar events for the remainder of the year. Soror Erica Glenn asked for sorors to bring their adopt-a-family gifts to the chapter meeting on Dec. 16. Sorors need clarification on clothing sizes. Soror Sheriah Johnson suggested revamping the SignUp Genius form.

Financial Secretary: A report was not presented.

Treasurer: Soror Patricia Lee presented a November 2023 Financial Report via shared screen. A beginning balance, receipts, contributions, income, disbursements, and an ending balance were highlighted. Notice was given that the report needs to have a restricted category for committee budgets.

Arts and Letters: A report was not presented.

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

MOTION: Soror Patricia Lee moved on behalf of the Budget and Finance Committee to adopt the budget as it stands. **SECOND**: N/A **ACTION**: Motion carried eight (8) in favor; zero (0) opposed.

Communication and Public Relations: A report was not presented.

Emergency Response: A report was not presented.

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.

MOTION: Soror Erica Glenn moved that the chapter partner with the Gents Club in the fundraising endeavor for February 3, 2024. **SECOND**: Soror Patricia Lee **ACTION**: Motion carried six (6) in favor; one (1) opposed.

Heritage and Archives: A report was not presented.

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.

Nominating: A report was not presented.

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.

Economic Development: A report was not presented.

Educational Development: Soror Francia Tolbert reported that she is reaching out to high schools to collaborate with one for a college fair. The committee is open to ideas.

International Awareness and Involvement: A report was not presented.

Physical and Mental Health: A report was not presented.

Risk Management: A report was not presented.

Ritual and Ceremonies: A report was not presented.

Protocol and Traditions: Soror Sheriah Johnson shared that Soror Deborah Washington is the new chairperson of the Protocol and Traditions Committee.

Scholarship: A report was not presented.

Social Action/Political Awareness and Involvement: A report was not presented.

Technology: Soror Melanie Floyd relayed that the chapter website is up and ready. The newsletter *Down the Hall* is ready once approved. Soror Sheriah Johnson gave a preview of the newsletter via shared screen.

Georgia State Cluster Committee: Soror Denise Arnold stated that she will make a report at the December chapter meeting.

Unfinished Business

- There was no unfinished business.

New Business

- There was no new business.

Announcements

- There were no announcements.

Adjournment

- **MOTION:** Soror Alisha Moore moved to adjourn the meeting at 9:01 p.m. **SECOND:** Soror Vallorie Coley **ACTION:** Motion carried with no opposition.

Respectfully submitted,

Vallorie Coley, Recording Secretary

APPROVED: _____
Sheriah Johnson, President

DATE: _____

DRAFT