

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

**Attendance:** Denise Arnold, Christy Borders, Vallorie Coley, Melanie Floyd, Erica Glenn, Sheriah Johnson, Patricia Lee, Alisha Moore, Avery Mitchell, and Lisa Williams (**A quorum was present for the transaction of business.**)

**Call to Order:** Soror Sheriah Johnson called the meeting to order at 7:02 p.m.

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

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

**Correspondence:** In the absence of the corresponding secretary, Soror Sheriah Johnson reported that bank statements were received from the post office box.

**Chapter Reports:**

**President:** Soror Sheriah Johnson welcomed everyone to the first EB meeting for this 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 shared the national website screen of HCAC compliance report. Soror Sheriah Johnson also 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:

Transaction Period	Must File in the Red Zone by
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)**

- Risk Management request forms are now electronic.

**Social Action (Soror Alfreda Coward)**

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

**Technology Committee (Soror Stehanie Singleton)**

- 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@dtsouthernregion.com](mailto:technology@dtsouthernregion.com) by Aug. 31.

**Collegiate Updates (Soror Jaylin Martin)**

- 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. The chapter photo will be taken prior to the September meeting. The attire is black. Soror Sheriah Johnson gave her National Convention report. The report will be posted on the website. Soror Sheriah Johnson submitted a detailed report that is on file.

First Vice President/Membership Services (Hospitality and Courtesies): Soror Denise Arnold reported that the Membership Services Committee (MSC) is scheduled to host the chapter's annual **Thanksgiving Luncheon** on Saturday, November 18, 2023, immediately following the November chapter meeting. Chapter members are asked to invite an inactive soror to the meeting and luncheon. The luncheon will be a catered, self-pay event for HCAC members. There is no charge for nonfinancial invited sorors. An email will be sent so that chapter members may RSVP and pay \$20 via PayPal for the event. The deadline is November 5, 2023. MSC invites sorors to participate in the inaugural **Reclamation Challenge**. The theme is "Each One Reach One." MSC is asking each member of HCAC to help reclaim a soror. The reclaimed soror must be nonfinancial. The challenge will begin on September 16, 2023, and will end on March 31, 2024, which is the last day of Sisterhood Month. Soror Denise Arnold shared the challenge rules. **The Joy in Our Sisterhood Awards** will be presented at the May chapter meeting. Copies of the Joy in Our Sisterhood criteria chart will be distributed. Soror Denise Arnold is asking for committee chairs to verify committee meeting dates and attendees on the meeting attendance log. Soror Denise Arnold named a new initiative, **Superior Performance and Outstanding Tenacity (S.P.O.T.) Awards**. Chapter members will be recognized 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. A **Soror in the Spotlight** is another new initiative, where a soror will be interviewed, and her profile will be read during a chapter meeting.

Second Vice President/Program Planning and Development: Soror Erica Glenn will give her report at the chapter meeting on September 16, 2023.

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 gave 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 on the website in the HCAC Member Login area once the new website is live. The reports will be filed for audit.

Arts and Letters: A report was not presented.

Budget and Finance: The proposed July 1, 2023 – December 31, 2023, half-year budget proposal was adopted on May 20, 2023.

Communication and Public Relations: A report was not presented.

Emergency Response: Soror Melanie Floyd reported that the Emergency Response Committee has a first

aid kit for the chapter. Soror Melanie Floyd reminded members to have an up-to-date RED ENVELOPE. Soror Melanie Floyd will show members what to put in a home first aid kit at the September chapter meeting.

Fundraising: A report was not presented.

Heritage and Archives: A report was not presented.

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.

Nominating: A report was not presented.

Policies and Procedures: A report was not presented.

Economic Development: A report was not presented.

Educational Development: A report was not presented.

International Awareness and Involvement: A report was not presented.

Physical and Mental Health: A report was not presented.

Risk Management: In the absence of the Risk Management Coordinator, Soror Sheriah Johnson relayed that the Chapter Risk Management Training will be given at the October 21, 2023, chapter meeting.

Ritual and Ceremonies: A report was not presented.

Protocol and Traditions: Soror Alisha Moore expressed that she would like to present a Protocol and Traditions teachable moment to the chapter when determined by Soror President.

Scholarship: A report was not presented.

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

Technology: A report was not presented.

## **Unfinished Business**

- Chapter Website: Soror Sheriah Johnson showed a preview of the chapter website via shared screen. The website is still under construction.

## **New Business**

- Membership Intake: The chapter will vote on Membership Intake at the September 16, 2023,

- chapter meeting.
- North Georgia Community Foundation (NGCF) Partnership: Megan Martin, Vice President of Marketing and Development for NGCF, joined the Zoom meeting to share information and answer questions about the foundation. Megan Martin will email the organization’s Financial Management Guideline Manual to the chapter.

The floor was opened for the discussion to partner with NGCF. (Moore/Lee) There were no objections. The floor was closed for the discussion to partner with NGCF. (Coley/Moore) There were no objections.

**MOTION:** Soror Alisha Moore moved to form a partnership with the North Georgia Community Foundation. **SECONDED:** Soror Avery Mitchell **ACTION:** Motion carried nine (9) in favor; zero (0) opposed.

Soror Sheriah Johnson expressed for anyone who has any questions about the foundation to email her by Thursday, Sept. 14.

**Announcements**

- There were no announcements.

**Adjournment**

- **MOTION:** Soror Alisha Moore moved to adjourn the meeting at 8:51 p.m. **SECOND:** Soror Patricia Lee **ACTION:** Motion carried with no opposition.

Respectfully submitted,

\_\_\_\_\_  
Vallorie Coley, Recording Secretary

**APPROVED:** \_\_\_\_\_  
**Sheriah Johnson, President**

**DATE:** \_\_\_\_\_