

HALL COUNTY ALUMNAE CHAPTER
Delta Sigma Theta Sorority, Inc.
Meeting via Zoom
Minutes of the February Executive Board Meeting
Held on Tuesday, February 13, 2024

Attendance: Denise Arnold, Vallorie Coley, Melanie Floyd, Sheriah Johnson, Patricia Lee, Whitney McDowell-Robinson, Avery Johnson (Mitchell), Alisha Moore, Audrey Simmons, 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 7:04 p.m.

Meditation: Soror Sheriah Johnson gave the meditation.

Adoption of Agenda: The agenda was adopted by adding May Week below International Awareness and Involvement. There were no objections.

Minutes of Previous Meeting: MOTION: The minutes were approved as posted on the website.

Officers Reports

President's Message: Soror Sheriah Johnson reported the following information from the Executive Committee Call with the Southern Regional Director that was held on January 16, 2024.

- **Regional Updates (Soror Amaris Johnson):** Soror Amaris Johnson spoke on having an amazing time in Athens at the **Georgia State Cluster**. She gave all the host chapters a shout out and said the host chapters did an amazing job of pulling off the largest cluster of the region. **Extra cluster t-shirts** sold out in Georgia, so Soror Amaris Johnson is encouraging other states to get their orders in, sign up for the lip sync battle, and bring items for the collegiate closet. For **DDAC and DDNC registrations**, Soror Amaris Johnson wants representation from all chapters, including collegiate chapters. The **Southern Regional Conference** will take place on July 4-7, 2024, in Nashville, TN. Virtual attendance will be available. Sorors may attend a different regional conference and still get credit if there is a conflict with the Nashville dates. Soror Amaris Johnson reminded everyone that **Exec Check** is just a snapshot, and the in-depth information comes to us on the National Committee Calls. The **National Social Action Webinar** took place on January 17, 2024. When communication went out concerning the **Oral History Project**, some sorors thought it was spam. The Sorority had communicated the information from Arts and Letters. Be sure to look at this and get your information in if there is a story you would like to tell. The **Good Health WINS Mini Grant** deadline is February 23, 2024. The **Delta Authors on Tour** submission deadline is February 9, 2024. Soror Amaris Johnson hopes to have the location for the Delta Authors on Tour by the February Exec Check.
- **Scholarship and Standards (Soror Sabrina Polote):** The National Policies and Procedures Webinar that was scheduled for February 5, 2024, is cancelled because of minimal changes as a result of constitutional changes. Soror Sabrina Polote is asking chapters to cut and paste the revised language to existing policies and procedures. A collegiate template and an alumnae template will be rolled out during the 2024 regional conference cycle. Soror Sabrina Polote is in the process of doing the service area review and reconciliation. The completion date is March 31, 2024.

- National Finance Committee (Soror Toni Johnson): Soror Toni Johnson gave a walk-through of the dues management process and the new reports from the Red Zone. Red Zone system issues are being resolved. If officers run into any issues, reach out by opening a ticket. The committee will be closing out the 2022-2023 Annual Financial Report (AFR), which was due in August. Once it is closed out, it will not be editable. The committee is working on the short year, July 1, 2023 – December 31, 2023, which is due on February 28, 2024. An AFR webinar is scheduled for February 21, 2024. A recording will be provided.
- Regional Nominating Committee Update (Soror Candi Arthur): Soror Candi Arthur discussed the Call for Nominations webinar that took place on January 14, 2024. A recording of the webinar will be posted on the members only portal. She recommended downloading and reading the Call for Nominations guidelines and for sorors to consider how they can share their skills by serving in regional leadership. The deadline for submission was January 28, 2024.
- Social Action Update (Soror Alfreda Coward): Soror Alfreda Coward gave Delta Days at the Capital (DDAC) reminders. Regular communications for Super Tuesday will be coming out on Tuesdays for Social Action events. The Georgia Opportunity Grant deadline for priority chapters is February 9, 2024. For all the other chapters, it will open on February 10, 2024.
- Delta Authors Directory: Registration to be included in the directory is out. Interested members must submit the required fee for new and returning authors along with book details by the deadline, which is February 9, 2024. Soror Sheriah Johnson reached out to the authors whom she knows of in the chapter to make sure they saw the information to get their names and books added to the directory.
- Constitution and Bylaws Mailing Update: The 2023 Constitution and Bylaws will be mailed to all sorors who are financial as of February 18, 2024. All members are asked to verify or update mailing addresses in the member profile no later than February 18, 2024.

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

First Vice President/Membership Services (Hospitality and Courtesies): Soror Denise Arnold stated that March is Sisterhood Month. A calendar will be presented at the February chapter meeting. A Delta Internal Development (DID) Workshop is scheduled for March 16, 2024, and a Paint and Sip in Alpharetta is scheduled for March 23, 2024. She shared that three sorors have been reclaimed. Soror Denise Arnold asked for committee chairs to send in their list of meeting attendance. She also shared that members will be recognized at the February chapter meeting for the S.P.O.T. Award.

Second Vice President/Program Planning and Development: In the absence of the committee chair, Soror Sheriah Johnson read a texted report from Soror Erica Glenn. The chapter calendar will be reviewed for February and March at the February chapter meeting.

Corresponding Secretary: Soror Vallorie Coley reported that the following was received from the chapter's post office box: SouthState Bank correspondence; a post office box renewal notice for one year's rental fee at \$182.00, which is due by February 29, 2024; a thank-you card from Soror Gloria Maddox for healing prayers, a little sunshine to brighten her day, and a beautiful plant; and solicitation mail for a step-by-step guide (\$35) for estate planning. All regional and national correspondence is sent to each member via email. Soror Vallorie Coley reminded members of the email concerning the Voter Education & Mobilization Microgrant's general application period, which is February 10, 2024 - March 10, 2024. Soror Vallorie Coley submitted a report that is on file.

Financial Reports

Financial Secretary: In the absence of the financial secretary, Soror Sheriah Johnson relayed the treasurer’s report. Soror Jasmine Mays’ report is posted below as submitted.

HCAC Financial Secretary Report: Period of Jan. 1st - 31st	
2024 Membership Dues (35 Financial Members):	\$975.98
-Soror S. Tabron-\$445.00	
-\$530.98 (Lamonika Hill's dues and Monica Cooks late fee)	
\$14.13 paypal fees	
January paypal collection for fundraising event	\$3,009.40 [Net Profit]
	\$57.54 [PayPal Fees]
January 2024 Total:	\$3985.38

Treasurer: Soror Patricia Lee shared that she attended a finance webinar on January 24, 2024. Soror Patricia Lee relayed that she needs to reconcile her report to account balances. She will try to have the report completed by February 19, 2024. Soror Sheriah Johnson has scheduled a meeting with Soror Patricia Lee to be held on February 17, 2024.

Committee Reports

Arts and Letters: A report was not presented.

Budget and Finance: Soror Patricia Lee reported that the committee met on February 6, 2024. She relayed that there is a plan to open a fundraising account. Soror Vallorie Coley inquired if a chapter vote is required to open a fundraising account. Soror Vallorie Coley stated that we had a fundraising account in the past and the chapter voted to close the account. Soror Sheriah Johnson stated that she will check to see if the change will require a chapter vote.

Communication and Public Relations: Soror Melanie Floyd thanked members for the Wear Red Day photos. She will post pictures taken at the fundraiser.

Economic Development: A report was not presented.

Educational Development: Soror Francia Tolbert reported that the committee has met on dates (11/8/23, 12/13/23, 1/10/24, and 2/7/24), to discuss options for the Educational Development Committee’s interest. Mr. Matt McClure, the Media Specialist at Fair Street International Academy, has agreed to allow the chapter to come in and read to the students for the chapter’s Read Across America initiative on Monday, March 4, 2024. The time will be determined. A sign-up for Read Across America will be included in the March Sisterhood Month calendar. Future activities shared were a Black History Showcase, educational workshops, college and career fairs, a women panel, SAT/ACT prep classes/tutoring, graduation highlights, college commitments/decisions, Read Across America, and a book drive. Soror Francia Tolbert has contacted Dr. Jamie Brown, Forsyth County Schools Coordinator. He advised her to reach out to the high school counselors about any upcoming college and career fairs. For more information, please contact Soror Francia Tolbert. The next scheduled meeting will be on March 6, 2024, at 7 p.m. via Zoom. Soror Francia Tolbert submitted a report that is on file.

Emergency Response: A report was not presented.

Fundraising: Soror Sheriah Johnson gave an overview of the Ladies and Gents fundraiser. She shared that 13 chapter members attended; 108 tickets sold; three entertainment only tickets sold; 30 couples; \$9,505 in income; and \$2,500 paid for catering. Soror Denise Arnold will create a fundraising report for the February chapter meeting.

Heritage and Archives: A report was not presented.

Internal Audit: Soror Alisha Moore reported that the Q2 Audit for the short year (October 1, 2023 – December 31, 2023), was completed in the Red Zone on February 13, 2024. The audit found that the chapter has satisfactory financial internal controls, and the review supports the existence and utilization of these controls. The committee did not receive any reports from the financial secretary during the current audit period. Soror Alisha Moore completed “Chapter Audits: Requirements, Resources, and Best Practices” webinar on February 11, 2024. Internal Audit is now the Audit and Corporate Compliance Committee. The Q1 Audit (January 1, 2024 – March 31, 2024) is due in the Red Zone by June 1, 2024. Documents from the financial secretary and treasurer are due to Soror Alisha Moore by April 9, 2024. Documents can be scanned and sent to audithallcountyst@gmail.com. The committee can accept legible copies of documents. The Annual Internal Audit Report for the short year is due in the Red Zone by February 28, 2024. National Internal Audit recommended submitting the report in the Red Zone after the Annual Financial Report (AFR) has been submitted. The committee will work on this to be submitted by the due date. Soror Alisha Moore submitted a report that is on file.

International Awareness and Involvement: A report was not presented.

May Week: Soror Whitney McDowell-Robinson reported that May Week will begin on Sunday, May 5, 2024, and will end on Saturday, May 11, 2024. The scheduled activities are as follows:

- Sunday, May 5 (Sunday Fellowship)
- Tuesday, May 7 Economic Development/International Awareness & Involvement)
- Thursday, May 9 (Educational Development/Social Action/Political Awareness & Involvement)
- Saturday, May 11 (Community Event: Physical and Mental Health/Membership Services)

Soror Whitney McDowell-Robinson is seeking to add at least one more member to the May Week Committee. She plans to solicit someone during the February 2024 chapter meeting. Once the final committee member is added, a finalized schedule will be shared for chapter approval. Soror Whitney McDowell-Robinson submitted a report that is on file.

Nominating: Soror Avery Johnson had to drop out of the EB meeting. She will present a report at the February chapter meeting.

Physical and Mental Health: A report was not presented.

Policies and Procedures: Soror Vallorie Coley shared that the committee did not receive any policies and procedures recommendations from chapter members, The committee will still look at needed revisions to present to the chapter. In the Exec Check Call meeting on January 16, 2024, Soror Sabrina Polote of Scholarship and Standards announced that enhanced policies and procedures templates will be rolled out during the 2024 regional conference cycle. There will be an alumnae version and a collegiate version. Soror Vallorie Coley read the motions and recommendations that pertain to the policies and procedures that were taken from the 2022-2024 meeting minutes. Soror Vallorie Coley submitted a report that is on file.

Protocol and Traditions: Soror Alisha Moore stated that since Sisterhood Month is coming up, she would like to review the Code of Ethics (p. 22) of the Protocol and Traditions Manual as a teachable moment at the February chapter meeting. Soror Alisha Moore submitted a report with an attachment of the Code of Ethics.

Ritual and Ceremonies: A report was not presented.

Risk Management: A report was not presented.

Scholarship: Soror Audrey Simmons reported that the 2024 Scholarship Flyer is posted on the chapter’s website. The flyer was sent to churches and high schools in the service areas on Thursday, February 1, 2024. She relayed that the committee did not receive any high school graduating senior applicants for the chapter’s scholarships for children of chapter members. Soror Audrey Simmons submitted a report that is on file.

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

Technology: Soror Melanie Floyd thanked Soror Whitney McDowell-Robinson for stepping in last month by handling technical support. Contact Soror Melanie Floyd if slides are needed for a presentation at the chapter meetings.

Unfinished Business

- There was no unfinished business.

New Business

- There was no new business.

Announcements

- There were no announcements.

Adjournment

- **MOTION:** Soror Whitney McDowell-Robinson moved to adjourn the meeting at 8:04 p.m.
SECOND: Soror Vallorie Coley **ACTION:** Motion carried with no opposition.

Respectfully submitted,

Vallorie Coley, Recording Secretary

APPROVED: _____
Sheriah Johnson, President

DATE: _____