



Vallejo Alumnae Chapter
DELTA SIGMA THETA SORORITY, INC.

EXECUTIVE
BOARD
MEETING

12.23.2020
6:30 P.M.



AGENDA



Call to Order	Dela Morris	2 minutes
Agenda Adoption	Dela Morris	3 minutes
Adoption of the December E-board Minutes	Dela Morris	5 minutes
Corresponding Secretary	Donita Carter	3 minutes
Treasurer's Report	Vanessa Pilate	7 minutes
Financial Secretary's Report	LaShonda Wallace	4 minutes
Emergency Response Team (ERT) Report	Cheryl Ford	4 minutes
Social Action Report	Valerie Carpenter	4 minutes
Technology Committee Report	Arika Spencer-Brown	5 minutes
Membership Committee Report	Kathlean Kizziee	4 minutes
Hospitality Report	Marji Carter-Burton	3 minutes
Arts & Letters Committee Report	Valerie Roberts-Gray	4 minutes
Empowerment Committee Report	Valerie Roberts-Gray	4 minutes



AGENDA CONTD.

Program Planning and Development	Tinnetta Thompson	7 minutes
Presidential Updates	Dela Morris	7 minutes
Announcements	All	5 minutes
Adjournment	All	



CORRESPONDING SECRETARY

- ❑ A thank you card was received from Soror Gigi Patrick and her son Quincy to thank the chapter for the stipend he received from the chapter in recognition of his graduation from High School
- ❑ Two Bank Statements (Operating & Public Service) were given to Madam President to comply with Grand Chapter protocol.
- ❑ **The following communications were sent to the chapter either through an “all-call or email”**
 - Vallejo Alumnae Social Action Committee hosted a “Holiday Drive-Up” to donate non-perishable food and gently used clothing on Saturday, December 19, 2020 at John Finney Education Complex.
 - Vallejo Alumnae Arts & Letters Committee hosted a virtual Delta Reads discussion. The book was “Imitation of Wife” by Soror La Jill Hunt on Sunday, December 20, 2020.



VALLEJO ALUMNAE CHAPTER
TREASURER'S REPORT - OPERATING
Reporting Period of December 1 - December 18, 2020

Beginning Balance December 1, 2020 **\$18,766.02**

Receipts:

12/2	Zoom Refund	Video conferencing refund	\$114.92
12/2	PayPal paid fee	for Rhonda Smith	\$12.00

Total Receipts **\$126.92** **\$18,892.94**

Disbursements and Expenses

Date	Ck #	Payee	Category	Amount
12/3	1551	Dela Morris	Supplies for Delta bags	\$127.81
12/4	1552	DST Nat'l	Zoom licensing	\$216.00
12/4	1553	LaShonda Wallace	Chapter storage fees 2mos	\$336.40
12/15	1554	Marji Burton	Postage for Delta bags	\$64.35

Total Disbursements **\$744.56**

Account Balance - December 18, 2020 **\$18,148.38**

Reconciliation

Statement Balance as of 12/18/2020 **\$18,212.73**

Current outstanding Checks #1554 \$64.35

Total Outstanding Checks **\$64.35**

Reconciled Balance as of December 18, 2020 **\$18,212.73**

CFY = Current Financial Year Nt'l \$190.00/Per capita \$10.00/Local dues \$175.00

NFY = Next Financial Year (local dues) \$200.00



TREASURER'S REPORT - OPERATING

TREASURER'S REPORT – PUBLIC SERVICE

VALLEJO ALUMNAE CHAPTER
TREASURER'S REPORT - PUBLIC SERVICE
Reporting Period: December 1 - December 18, 2020

Beginning Balance December 1, 2020 **\$20,388.95**

Receipts

Donations for Foster Care Project from:

2-Dec	Donita Carter	\$150.00
14-Dec	Vanessa Pilate	\$100.00
14-Dec	Mia Byrd	\$25.00
14-Dec	Valerie Carpenter	\$25.00

Total Receipts **\$300.00**

New Balance **\$20,688.95**

Disbursements and Expenses

Date	Check #	Payee	Category	Amount
14-Dec		PayPal	service fee	\$3.20
14-Dec		PayPal	service fee	\$1.03
14-Dec		PayPal	service fee	\$1.03
		Purchases for Foster Care Project		
16-Dec		Donita Carter	toys	\$204.56
16-Dec		Dela Morris	gift cards	\$150.00
<u>Total Disbursements:</u>				\$359.82

Account Balance as of 12/18/2020 **\$20,329.13**

Reconciliation:

Statement Balance as of 12/18/2020 **\$22,433.69**

VAC CHAPTER
FINANCIAL SECRETARY'S OPERATING REPORT
FOR THE PERIOD:
December 2020

DATE	RECEIVED FROM	CHECK #	Online	DESCRIPTION	AMOUNT	FEEs	Total

No transactions

GRAND TOTAL

FINANCIAL
SECRETARY
REPORT -
OPERATING

FINANCIAL SECRETARY'S REPORT – PUBLIC SERVICE

VAC CHAPTER
FINANCIAL SECRETARY'S Public Service REPORT
FOR THE PERIOD:
December 2020

DATE	RECEIVED FROM	CHECK #	Online	DESCRIPTION	AMOUNT	FEES	Total
12/14/2020	Vanessa Pilate		X	Donation for Service project	100.00	3.20	96.80
12/14/2020	Mia Byrd		X	Donation for Service project	25.00	1.03	23.97
12/14/2020	Valerie Carpenter		X	Donation for Service project	25.00	1.03	23.97

GRAND TOTAL \$144.74



ERT REPORT

- ☐ Mail or deliver ERT cards and Red envelopes in January
- ☐ Continue to work on “Contact Tree” in conjunction with Membership Committee
- ☐ Attended National PPD Emergency Response Team Webinar on 12/9/2020
- ☐ Continue to gather list of Sorors who are trained in CPR, AED and First Aid
- ☐ Present “Are you Delta Ready” Disaster Supply Kit list to Sorors



SOCIAL ACTION REPORT

- ❑ A few Sorors reported participating in the postcard campaign to Georgia.
- ❑ \$386 has been donated to the virtual food drive. We are asking Sorors to still donate if they have not done so already.
- ❑ Social Action accepted donations for the FoodBank and the Christian Help Center on **Saturday, December 19th. 8** Sorors were there to donate physically. Clothes donations went to Valcore Recycling.
- ❑ The committee met to discuss upcoming events for January
 - Financial Literacy (Soror Malveaux - guest speaker)
 - Blankets, socks, toiletries to the homeless
- ❑ Began working and brainstorming a Delta Day in Vallejo event for April 24th or May 1st
 - Focus on Post-Pandemic Education
 - 3 facilitators and workshops (20 mins each)
 - 1 keynote speaker



TECHNOLOGY COMMITTEE REPORT

- ❑ The technology committee has concluded that the committee does not have enough bandwidth or knowledge to fully design a professional chapter website.
 - The committee recommends that the chapter hire a professional website consulting firm to aid in the design of a professional and clean website for chapter use and public viewing
- ❑ Soror Spencer-Brown contacted First Consulting per the WIX website platform to inquire about their services. This is a service that is offered through WIX (our current platform) at an added cost.
 - Soror Spencer-Brown received a proposal for a one-time cost of \$850.00 for a 3-week redesign project. These services would normally cost in the upwards of \$2500.00, but the chapter was given the cost quoted is for not-for-profit organizations and the fact that we have a relatively small website
 - Once First Consulting has completed the project, they will hand over the website controls to the committee with clear direction on navigation, etc...
- ❑ **ACTION ITEM: The committee is requesting an increase of \$850 on their line item to fund website design**



MEMBERSHIP COMMITTEE REPORT

- ❑ The committee is responsible for presenting women for membership, planning of chapter and reclamation activities, promotion of Sisterhood Month, and managing Sister-to-Sister program.
- ❑ Reclamation of Soror Rhonda Smith in the month of December (currently 48-chapter members)
- ❑ Important Dates
 - VAC Orientation for new and reclaimed sorors – January 12th
 - Founder's Day Sisterhood quote – January 13th
 - NCCC Founder's Day – January 22nd-23rd
 - Joint Sisterhood Celebration was held on December 12th (see Arts & Letters' report)

Prayers Requested for:

- Soror Sadania Gibbons, her family and her father who is ill
- Soror Lashonda Wallace, recovering from Covid-19
- Soror Marij Burton's sister, Lillian who is battling Covid-19 in Kaiser, Vallejo

Happy Anniversary Soror(s)

- Cherita Dilley (Dennis) on January 1st

Happy Deltaversary to Soror(s):

- Edith Duvall - January/64 (**57 years**)

Happy Birthday to Sorors:

- Terrye Davis 1/10
- Donita Carter 1/12
- Valerie Carpenter 1/16
- Cheryl Ford 1/16
- Anita Moore-Hackney 1/16

All Sorors will receive cards as appropriate on behalf of the Chapter.

HOSPITALITY COMMITTEE REPORT



ARTS AND LETTERS' COMMITTEE REPORT

- ❑ Arts and Letters hosted a **Delta Reads Book Club** discussion of the book, “Imitation of Wife,” by Soror LaJill Hunt on Sunday, December 20, with VAC members.
- ❑ The group discussed joining the Farwest Region’s Delta Reads Book Club discussion of the book, “The Hand She Plays,” on Sunday, January 10, from 1-3 p.m.
- ❑ A&L with the Membership Committee jointly hosted a **Sisterhood Holiday Celebration on Saturday, Dec. 12, 3-5 pm** with VAC members and invited sorors.
 - The Regional Director Tracy Aikens brought holiday greetings to the group.
 - Activities included holiday trivia games (in which there were five winners); a craft project to create a centerpiece or wreath; a holiday beverage demo: and recipe sharing.
 - Participants were responsible for purchasing materials for the craft project and ingredients for a holiday beverage.
 - Both committees shared the cost (\$50) for prizes and an appreciation gift to Soror Eva Coley for leading the craft project.



ARTS AND LETTERS' COMMITTEE REPORT (CONTD.)

- The committees will finalize the creation of a Delta Recipe Collection to include favorite recipes submitted by sorors. An electronic version of the collection will be given to all who attended.
- Additionally, the joint committee will meet again before the January meeting for a debriefing and evaluation of the event.



EMPOWERMENT COMMITTEE REPORT

- Committee plans to resume discussions after the Christmas holiday about the proposal to Kaiser for the KP grant awarded to VAC for the Empowerment conference
- Committee will provide the update at the January E-board about next steps
- Conference will potentially be held in March based on grant requirement



PROGRAM PLANNING & DEVELOPMENT

Chapter Survey

Purpose

- ☐ To gain feedback in formulating and increasing participation in the chapter's committees
- ☐ An understanding of the interests and observations of committees
- ☐ How the data can help us with gaining full member participation in committees
- ☐ To be sent out with the next Correspondence Secretary information email and due Jan. 1, 2021



PROGRAM PLANNING & DEVELOPMENT

Virtual Founder's Day Celebration

- ❑ **Date/Time:** **Wednesday, Jan. 13, 2021 at 1913 hrs. (7:13 PM)**
- ❑ Creation of Founders Day Comm. (Soror V. Carpenter)
 - Collaboration with other committees
 - **Activities:** Delta Vision Board, DELTA BINGO, Table Talk with Soror Hackney re: How Social Action started and where it's going, Contests/Awards (Best OWTfit, The Flyest Dear, Best Delta mask, etc.)
 - Budget
 - Notice to members



PROGRAM PLANNING & DEVELOPMENT

- ❑ January 2021 Calendar
- ❑ Award submissions (forms, dates, submission)
- ❑ Creating monthly calendars
 - Calendar for remainder of sorority year
- ❑ Standing meeting for PP&D (includes chairs/co-chairs) on first Sunday of the month:
 - **NEXT MEETING: Sunday, January 3, 2021 – 5 p.m. – 6:00 p.m.**



PRESIDENT'S UPDATES

Committee Chair Reminders

- ☐ For **controversial plans, radical changes and exceptions** to rules, have the executive committee review your idea in advance of the report
- ☐ Deliver an electronic copy of your report and PowerPoint slides (if presenting) to the **president and Correspondence Secretary** by the requested deadline
- ☐ Organize your report
- ☐ Be clear and concise
- ☐ **Section 2. Executive Board.** All committee reports are to be submitted to the Executive Board **before** the report can be presented to the Chapter. Any Chapter member may attend Executive Board meetings, and may speak on any issue; however, she may not vote.



Delta Sigma Theta Sorority, Inc.
Vallejo Alumnae Chapter
Post Office Box 841 Vallejo, California 94590

VOUCHER

Instructions: All voucher requests must be submitted to the Committee Chairperson or the Chapter President. The voucher must be signed by the President or the Financial Secretary before being forwarded to the Treasurer for processing.

Original bills and / or receipts must be attached.

TO: TREASURER

Please issue check in the amount of \$ _____

Payable to: _____

Mailing address: _____

Purpose for reimbursement/payment is as follows: (PLEASE BE SPECIFIC)

Date _____ Committee Chairperson/Officer _____

Requested by _____

DO NOT WRITE BELOW THIS LINE

With the approval of the undersigned, a check is hereby issued in the amount of \$ _____ to the payee named above for the stated purpose(s).

Budget Line # _____ ☐ Operating ☐ Public Service

Check No: _____ Check Date _____

Approved: _____ Approved: _____
President Treasurer

Financial Secretary (signs President's Voucher)

A signed/approved copy will be returned to the soror who submitted the Voucher.

VOUCHERS

- Voucher Forms
- Until Covid-19 is over:
- Send self-addressed stamped envelope for your reimbursement check.
- Include **all** original receipts with the voucher.
- Check if operating or public service voucher.
- Mail to: **Vanessa Pilate**

1258 Tracy Circle, Vallejo, CA 94590



PRESIDENT'S UPDATES

Regional Updates

- ❑ National Founders Day Ceremony – 1/13/21
- ❑ National Founders Day Celebration Closeout – 1/16/21
- ❑ Feedback from Regional Survey for last year's celebration
 - Technology: Many enjoyed the pre-recorded videos from Regional Directors, State Coordinators and Facilitators; Many enjoyed the playlist that was sent out; Challenges with connectivity; Overall Conference; Allowed more Delta DEARS to attend; no concerns about seating due to virtual; Should be split into 2 days instead of 1 long day
 - Protocol: Sorors on camera were not dressed in white for the opening ceremony • Protocol should always be followed; event in a virtual environment
 - Membership: Would have been nice to know ahead of time that all members would not been shown on camera; only the voting and alternate delegates were shown; More activities were needed during the down time; Games and or Line Dancing
 - Election Process: Breakout room could be used for sorors to chat with the candidates; Felt the virtual election/voting process was stressful



PRESIDENT'S UPDATES

- ❑ Feedback from National Survey regarding the Convention
- ❑ 10k sorors voted to have an in-person event; 9k+ sorors voted to have a virtual event
- ❑ Leadership Lesson Moment - Speak in such a way that others love to listen to you, listen in such a way that others love to speak to you - Be careful how we speak to each other - Be careful how we listen to each other
 - Ouch Technique When people say things that sting, Soror Aikens will say ouch, and then she will explain her ouch.
 - We need to address hurtful moments in the moment and give the soror an opportunity to explain.
 - How Can I Help You? We should be willing to say, 'How can I help you?' It's important to ask the question and identify what your role can be in making the situation better by simply asking the question



PRESIDENT'S UPDATES

- ❑ Delta Dear of the Year Award
- ❑ Notable Deltas: The Delta Heritage Award
- ❑ Thank you from SCFPA

I want to thank you and the Delta Sisters and your sister for your kindnesssss and helping me make this a joyous occasion. I will send a more formal letter, but just sitting here I wanted you to know how much it meant. God bless you all. Sheri Justice- Cook/ & SCFPA

Merry
Christmas

The text "Merry Christmas" is written in a red, cursive script with a sparkling, glitter-like texture. The word "Merry" is on the top line, and "Christmas" is on the bottom line. The text is surrounded by six red snowflake icons of varying sizes. Three snowflakes are positioned above the word "Merry": one large one to the left, and two smaller ones to the right. Three snowflakes are positioned below the word "Christmas": one large one to the left, and two smaller ones to the right.