

The Delta Kappa Gamma Society International
Alpha Alpha State Organization
Administrative Committee Meeting Minutes
Alumni Lounge, Nittany Lion Inn
State College, PA
June 15, 2014



I. Call to Order

- A. Reflection – President Kay read “My Thanks” by Helen Steiner Rice.
- B. Acknowledgements – President Kay stated that the convention details were handled effortlessly.
- C. Minutes readers – Grace Schauer, Carol Hartley
- D. 30 day turn around

II. Convention Reflections – Dee Stegeman, Convention Coordinator

- A. All convention evaluations go to Dee. President Kay thanked Dee for her hard work.
- B. All expense forms need to be sent to Kay for signature and to Wanda Keller so they can close the books by June 30. Convention expense forms go to Barb Tobias. Please have those turned in by June 30 as well.
- C. Convention articles / photos to:
 - Kay for approval
 - Bonnie for the *Keystonian* – by June 20.
 - Cindy for the Website.
 - Karen Tinsman is in training to become convention coordinator.
 - President Kay thanked the photographer.
- D. The raffle baskets situation, where wine was not permitted to be included in the raffle items, was handled very diplomatically.

III. Looking Forward

- A. International Convention – Indianapolis July 28 – August 1
 1. Registration Deadline is June 28, without having to pay a late registration fee.
 2. PA Night reception – Carol Lane – cost is \$22 (please let her know if you plan on attending)
 3. President Kay requested Louann Shrader prepare a paper regarding talking points for the proposed changes to the Constitution and ISR at the International Convention.
- B. Minutes will be on the website and not emailed.
- C. Purposeful Seminar questions - No questions were asked. The next *Keystonian* will publish information pertaining to the Purposeful Seminar.

IV. Officers and Committee Chairs meeting

- A. August 8 & 9, 2014, Days Inn, 101 Alexander Spring Rd., Carlisle, PA 717-258-4147
 1. Candace Claar will be handling the room reservations. Officers should plan to arrive on Friday evening. Committee chairs coming in on Friday will be responsible for

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their own lodging expenses or may take it out of their committee's budget. Let Candace know your plans.

B. Organizational items

1. During this year : update your job description, timeline of your work, and inventory of materials to be handed off to the next chair.
2. Look at SAP, job description, committee reports and your goals for your committee.

V. Announcements

A. Keystonean Information and deadlines.

1. A clarification was made that changes to the Alpha Alpha organization by-laws will be published in the summer *Keystonean* issue and international constitution or standing rules changes will be published in the Fall *Keystonean* issue.
2. *Keystonean* deadlines were distributed at the meeting.

B. Committee chairmen announcements

1. Grace Schauer asked for committee members to encourage others to attend the Creative Arts Retreat. She also announced that she has additional copies of the announcement card that was included in the convention bag if anyone needs them.
2. Candace Claar determined the target date for completing the State Directory is September 2014.
3. The Communication Chair should be given the in-coming presidents' email information
4. Kathy Kuzmiak and Wanda Keller will need the Treasurer and Finance Chair information, respectively, as soon as possible.

VI. Adjournment at 11:45a.m.