

The Delta Kappa Gamma Society International

Alpha Alpha State Organization Administrative Committee Meeting

August 9, 2014 Minutes

President Kay Stuart welcomed all members present and Carol Hartley led the meditation by sharing a poem entitled "Normal Day", author Mary Jean Irion. She wishes that we all have fewer "non-normal" days.

President Kay opened the meeting by asking the question, "How have you benefitted from your membership in DKG? How have you felt empowered through an experience in DKG?" Various answers were given including:

- Experts in technology
- Fellowship and meeting women from all walks of life
- Feeling the sense of confidence in ability as a leader
- Scholarship, Golden Gift Leadership Management Seminar
- Balanced look at education
- Great ideas from the workshops at convention
- Enrichment grants
- Leadership training
- Arts retreat
- Blessed with opportunities to travel, using what we have gained in confidence and knowledge in professional careers, opening doors

There were no additions or corrections to the August 3, 2013 meeting. Pat Crouse & Linda Nickerson were appointed as readers for the August 9, 2014 meeting minutes.

Correspondence – Candace Claar read a thank you note from Laura Hritz for the support from the state to help with her replacement prosthetic, and Northeast Regional Director, Mary Lee Makinen for her gift given at the state convention last June.

Treasurer's Report – Wanda Keller discussed the following:

- Materials are at the auditors and the compilation report should be received in the near future.
- Recommended selling a printer and camera at state convention or before if possible.
- Discussed the travel insurance the finance committee recommended purchasing. The insurance is very inexpensive (\$.36 per each day traveled) and covers all society business.
- Stated the Go-To-Meeting bill was received.
- Form 15 needs to be in by July 15 from all chapters.
- Stated \$174 has been received for the Head Start project to date.
- Envelopes and vouchers have been distributed to officers.

A motion was made to request and accept contributions from chapters in the memory of Dr. Irene Murphy by December 15, 2014 and donate the money to the Golden Gift Fund. Tracey Dusch seconded. The motion carried.

State Convention Evaluations – 91 evaluations were completed with many good suggestions. The evaluations were available on the website until the end of June. Attendees were inspired by the

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keynote speakers, the workshop presenters, and the wonderful music by the choir. Members were disappointed by the confusion over the purpose of the Head Start chairs. Some suggestions for the future included adding make and take workshops, more movement-less sitting, and workshops on technology. 43 members volunteered to help with the 2015 convention. A 2015 convention planning meeting is scheduled for December 4-5, 2014.

Updates from International

- Happily, Dr. Lyn Schmid was duly elected as international president.
- There was discussion about strengthening the connection between Pennsylvania and Puerto Rico. Alpha Alpha State's strong chapters could make personal contact with the 41 Puerto Rican members building the bridge between us and Puerto Rico. Chapters will be asked if they would be interested in hosting one member and commit to communicating with the member and asking their needs. A suggestion was made to develop some guidelines for chapters to follow so they know the expectations and the proposed outcomes of the interaction between PA chapters and Puerto Rican members.
- When President Kay paid a visit to the chapters in Erie, she was asked about possible expansion into Jamaica by incoming chapter president, Carol Crockett, who has a Jamaican background. President Kay contacted the International Expansion Committee. The challenge was made to see if there were 60 interested women educators in Jamaica and would Alpha Alpha State consider sponsoring them?

President Kay led a discussion regarding the hold harmless form. A motion was made by Sue Stamm for approval for Kay Stuart and Vanessa Sral to sign the form. Barbara Gasperini seconded. The motion passed.

Tracey Dusch gave a the Purposeful Seminar update. She stated that registration is slow at this time. The deadline is September 12, 2014. Chi sisters deserve a thank you for all their help with the planning.

Linda Nickerson let us know that the arts retreat committee is planning a trip on October 13, 2014 to the site to organize the workshop logistics. The date is March 27-29, 2014 at Olmstead Manor, Ludlow, Pa.

Nancy Grove Visionary Fund Update given by Louann Shrader.

- A \$500 grant for innovative classroom ideas will be given annually. The awardee must be currently teaching.
- Past state presidents developed the award criteria and wrote the article for the Keystonean.
- The website will post the application and scoring rubric.
- Past State Presidents will select one winning project.
- The award winner will be announced at the Celebration Luncheon. The award will include \$500, luncheon ticket, and Saturday registration fee.
- Chair will be rotated each year.
- Deadline is February 1, 2015.

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Committee Reports

Finance Committee – Kathy Kuzmiak stated that the committee will review all of the finance policies this coming May (May 2nd), and will send reminders of what is current policy to officers and chairs. The budget will be prepared at the May meeting.

Leadership Development – President Kay stated that the combined presidents' training and professional development seminar was very well received, and feedback has shown enthusiasm and success.

Membership/Expansion – Barbara Gasperini reported that the annual meeting will be September 12th-13th to discuss all expectations of committee. They will look at the use of "Annie's Calling", a technique for chapters to use when contacting a former member. It is a script to go over all reasons why they can't come back, and then right beside it is your response and why they are doing it. This was designed and used by the Texas State Organization with success.

Nominations – Louann Shrader, attending via Skype, let us know that the committee has come up with guidelines to assist chapters with recognizing leaders in our organization, and encouraging them to be officers and chairmen. Chapters are encouraged to use this as a tool, and they can find it on the website. The job of the committee is to prepare for a new slate of officers and elected committee nominees for Finance and Nominations. They are looking for people to apply for these positions. The Committee will only accept three endorsements from a chapter for applicants to the elected positions. They will be meeting the weekend of November 7th-8th with the possible location being Lewisburg. Deadline for receiving for nominations is October 10th.

Rules – The committee met at state convention. They are moving forward, encouraging all chapters to review and submit their chapter rules. Pat Crouse told us that 9 chapters do not have any rules in the Rules Committee files. She has 3 chapters that don't have updated chapter rules.

Communications – Linda Nickerson shared that the committee met on Friday of state convention, with all present but one. They had a very successful workshop, using the Guidelines for Chapter Communications as the basis for their presentation. Guidelines for a professional looking newsletter were given out. Other topics included GoTo Meeting, and Google Hangout.

Website – If you find items that should be changed on the website, please let Cindy Devonshire know.

Keystoneian – Editor Bonnie Barnes indicated that she needs articles on Projects, U.S. Forum, International Directory, as well as pictures from summer events.

State photography – Deborah Yargar –Reed stated that the first year was a very good learning experience. She took over 500 pictures at state convention. She did have trouble getting some

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photos, such as Album of Distinction and Scholarship recipients even though they were asked for photos afterwards. Dee Stegeman, convention coordinator stated that we could assign an administrative assistant to record names of individuals in pictures. It was suggested that we state in the program that pictures will be taken and even put in timeframe for pictures, etc.

SAP Report – Chair Sue Stamm stated that when Kay received her president’s report there were 12 chapters that indicated that they needed some guidance. Those chapters were contacted by the committee. An informal workshop at state convention was presented for chapters with questions. There were approximately 4 chapters represented. The committee went through the process, reviewed what was on the website, and indicated their willingness to help in the future. The State Strategic Action Plan was sent to all committees addressed in the plan to review the progress of the plan. All areas are being addressed as In Progress or Completed.

Educational Excellence – Tracey Dusch indicated they will be using GoTo Meeting. They had positive comments and feedback about workshops presented at state convention.

Visual and Performing Arts – Shirley Newhart plans on doing the Choral Retreat about the beginning of May. Welcome suggestions.

Scholarship – Lois Brown stated that she is tracking the scholarship recipients as they send in articles written for Keystonean. She shared the selection process for scholarships and grants, with 32 applications being received. There were 22 awardees—3 received scholarships and 18 enrichment grants. One additional grant had to be returned when the recipient’s trip was canceled. In 2014, \$18,900 was awarded. 2015, \$21,100 will be awarded. Out of the 32 applications, 28 were enrichment grants, 18 of them were very good applications, and 10 weren’t quite so good, with many grammar and spelling errors in their applications.

World Fellowship – On behalf of Grace Schauer, President Kay stated that the committee is trying to get updated information for World Fellowship Recipients, but has not found the process easy. She will continue to encourage chapters to support World Fellowship. The World Fellowship Committee does not have a lot of tasks. It was mentioned that in some states there is a committee called Global Issues, with the task of informing chapters about WF awardees, but also other global issues, such as Schools of Africa. The proposal is to give global issues to this committee as well as Schools for Africa. We will try this for the second year of the biennium.

State Achievement – Carol Hartley shared that in the past the committee work was in the 2nd year of the biennium, now there is work for both years. She encourages chapters to involve new members right away. Chapters should take a look at the Rosebud Recognition guidelines; bring younger members to Convention; and help to get them to get involved whether it is singing in the choir, carrying a flag, etc. She stated that they kept the Rose Bud winner a surprise, and will continue to do so.

They will send information in January for the State Achievement Award. If someone was previously nominated and not selected as the State Achievement Award winner, an addendum

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can be completed rather than filling out the full application again. Records will be kept for 2 bienniums. She also told us that it was originally set up for non-officers as well as officers. They have addressed wording changes to encourage applicants with other significant leadership roles to apply, and not just the President or 1st Vice President.

Historical Records – Sharon O’Connell asked if the committee could use the Friday afternoon time to do videoing of past state presidents at State Convention. Everyone thought this would be a good use of time.

President Kay led a discussion regarding the Strategic Action Committee. This committee is an ad hoc committee, and does not live on forever. At the 2015 state convention, a motion will need to be made to dissolve the committee. An amendment to make the committee permanent would need to be submitted by October 15, 2014. Sue Stamm, committee chair, acknowledged the committee has completed all necessary tasks and fulfilled their original purpose. This will be added to the Executive Board Agenda for June 12, 2014.

Convention 2015 – Various ideas were discussed for international guests, keynote speaker suggestions, and workshop presenters which could include Cathy Daugherty, International 1st Vice President as international guest, using a document entitled “Annie’s Calling”, etc.

President Kay led a discussion to elicit ideas on how to push for membership and combat the loss of members as well as ideas on how to keep members active at the local chapter level as well as the state level.

President Kay urged all chairs to update job descriptions and committee timelines. She also requested chairs perform an inventory of all materials and purge items no longer needed. She asked that committee goals be reviewed and make sure all committees are addressing their goals. She asked chairs continue to evaluate their committee’s performance asking what has been done well and what needs improvement.

Upcoming events:

- 2015 State Convention Planning Meeting December 4-5, 2014 at State College, PA
- CTAUN (UN Headquarters) January 30, 2015
- Alpha Alpha State Convention June 12-14, 2015
- NERC July 8-11, 2015 Baltimore, MD

The meeting adjourned at Noon.