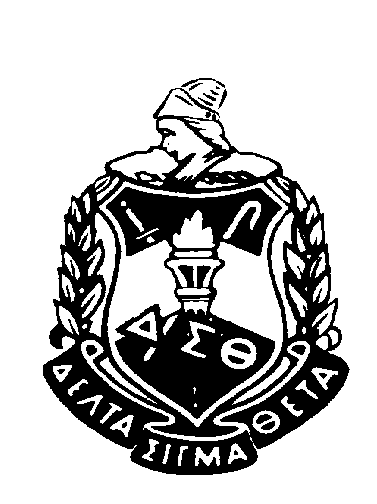
Colorado Springs Alumnae Chapter



Delta Sigma Theta Sorority, Inc.

P.O. Box 15235

Colorado Springs, CO 80935

MINUTES OF THE EXECUTIVE BOARD MEETING

HELD November 7, 2016

Chapter President Pamela Miller called the Colorado Springs Alumnae Chapter of Delta Sigma Theta Sorority, Inc. to order on Monday, November 7, 2016 at 6:33pm at the William I Spencer Building, Colorado College, 830 N Tejon. A quorum was present for the transaction of business.

Sorors present: Nataki Brown-Jones, Deborah Hendrix, Felicia Hubbard, Patricia Humphrey, Patricia Lewis. Patricia Maxwell, Pamela Miller, Quintiya Miller, Carolyn Pace, Helena Smith, Shirley Stewart, Lasaundra Watson and Ingrid Williams.

Adoption of Agenda was approved with the following changes:

1. Under Committee Reports
   1. Remove – Arts and Letters – Soror Stewart
   2. Remove – Social Action – Soror Hubbard/McGraw
   3. Change – Approval of September Meeting Minutes to October

**reports**

**CORRESPONDENCE REPORT – Soror Watson**

1. Soror Anna Hill provided information on Soror Mary Shy – they were line sisters
2. Soror P. Miller will be going to Detriot soon and hopes to meet with her to obtain additional information
3. CSAC website was used to confirm chapter affiliation for Soror Mary Shy
4. See attached report for details
5. Soror P. Miller requested the removal of the September correspondence from this report

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**FINANCIAL SECRETARY REPORT – Soror Brown-Jones**

1. Received the following funds:
2. Money Workshop: $70.60
3. Membership Dues: $325.00
4. Total: $395.60
5. See Treasurer report attached

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**TREASURER REPORT – Soror Hendrix**

1. The following were noted: September Financial Package:
2. Book to Bank Reconciliation (see current reports)

November 11th

1. Checking Account - Bank Balance $18,177.93;
2. Book Balance $18,032.34
3. Savings Account – Bank Balance $3,101.13

Book Balance $3,101.13

*NOTE: These numbers do not include additional income received – Updated information to be supplied at the chapter meeting*

1. Outstanding Receipts & Outstanding Checks
2. 2 outstanding checks totaling - $145.59 (NOVAC & CenturyLlink)

c. Financial Secretary Receipt Report – all receipts accounted

d. Paid Dues 54 – 2016-2017

1. Budgets:
   1. 2016-17 Budgets – Allocation Changes for 2016 – 2017
   2. Updated reports received from Arts and Letters, Economic Development Education and Membership
2. Committee Reports:
   1. Reports emailed to committee chairs – (start 11/1/16)
3. What proposals will be made to E-board?
   1. None
4. Recommendations:
   1. None
5. Meeting Adjourned:
   1. None
6. Next meeting: Not scheduled
7. Soror P. Miller requested PayPal fees be added as an expense line on the Finance Report moving forward
8. See attached report for more details.

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**MEMBERSHIP SERVICES – Soror Pace**

1. No Meeting held in October
2. Next meeting: November 15, 2016, 6:00 p.m., East Library, Room TBD
3. Reminder: Secret Sorors gift exchange continues
   1. Gift exchange in November and December (Reveal in December)
4. Breakfast Social – Contact Member Services committee
   1. Breakfast will be served before each chapter meeting
   2. Time: 9:30am
   3. Host for each chapter meeting has been determined
5. Delta Dears Luncheon – Contact Sorors Pace or Piper
   1. Date: December 30, 2016
   2. Location: Joseph’s Fine Diner– Dutch Treat
6. 5th Sunday worship
   1. Date: October 30, 2016 at St. Raphael Episcopal Church– Host Soror McQueen – lunch after service: Outback – 9 sorors and 1 guest attended
   2. Date: January 29, 2017 – Host and location TBD - Need volunteer
   3. Date: April 30, 2017 – Host and location TBD - Need volunteer
7. All Sorors Dinner
   1. January 21, 2017 – Pueblo at 4:30pm – Host: Soror Smith – Dutch Treat
   2. March 17, 2017 – Colorado Springs at 6:00pm – Host: TBD – Dutch Treat
   3. May 20, 2017 – Denver at 4:30pm – Host TBD – Dutch Treat
8. Celebration of November Birthdays - Happy Birthday Sorors
   1. 11/2 – Robbie Hardaway
   2. 11/9 – Faye McQueen
   3. 11/11 – Kashayla Unis
   4. 11/29 – Jennifer Johnson
   5. 11/30 – Deborah Hendrix
9. Next meeting: November 15, 2016 – East Library – 2nd floor study room
10. See attached report for details

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**AUDIT COMMITTEE – Soror P. Lewis**

1. Met Saturday October 8, 2016 at 11:30 am at the Zalman Center
2. The review included a validation of disbursements, review of rec􀀔ipts and deposits, and 100% review of membership information. The chapter has adequate written fiscal policies and procedures.
3. Review of financial records revealed the following discrepancies:
   1. Need original receipts attached to vouchers. Copies are not acceptable. Check #2640
   2. Need documentation for each voucher/for each check written. Example - For the check written for Regional Per Diem, there is no documentation. Attach a copy of the sorors conference registration and a copy of the per diem rates (where the amount was derived from). For a donation that we made where there is no invoice or receipt, attach a copy of the letter that we sent along with the check that we sent to the organization to say thank you.
   3. Of the 33 receipts/deposits that we reviewed, 10 were not deposited in the required 48 hours.
   4. All four signatures need to be on every voucher. If the payee is an officer, meaning there is no committee, then whoever is responsible for that line item needs to sign as the Committee Chair. Example - If the Financial Secretary has to buy a receipt book, since this does not fall under a committee, the president or vice president should sign the voucher as the committee chair.
4. The committee has the following recommendations:
   1. For the Financial Secretary's Report - If there are no receipts written/no money received, prepare a Financial Secretary's Report for the period covered and annotate on it "No monies were received during this period."
   2. There is no need for the Financial Secretary to write a receipt for a PayPal transaction since PayPal provides a receipt and since those were not funds that the Financial Secretary received. However, since it is a PayPal-to-bank account transfer, it will show on the bank statement and the Treasurer needs to account for the funds on the Treasurer's Report.
5. Treasurer's book is well organized. Reports from financial secretary and treasurer are succinct. Great job. Please keep up the good work. We appreciate your diligence.
6. Internal Audit webinar will be held on November 16th and 17th
7. Financial Officers and interested sorors encouraged to attend
8. Soror P. Miller to send information to the chapter via email

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**ECONOMIC DEVELOPMENT – Soror Maxwell**

1. Met Wednesday, October 19, 2016 at 6:30pm, Location: East Library
2. Members Present: Sorors Hubbard, Maxwell, McMillan, P. Miller, Watson, and White
3. Finalized details of the event
   1. Location: Gaylord Hall at Colorado College from 9-4pm
   2. Curriculum: Money Smart, FDIC
   3. Materials: Free resources provided – electronic presentation
   4. Presenter: Soror Patricia Maxwell
   5. Advertising: Social Media postings
   6. Meals/Snacks: Continental breakfast – donated by committee
   7. Participation: 25 people signed up – tickets available at the door
4. Next Meeting: Wednesday, November 09, 2016
5. See attached report for details

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**EDUCATIONAL DEVELOPMENT – Soror Humphrey/Hendrix**

1. Met Saturday, October 15, 2016 at Ebenezer Baptist Church
2. Members Present: Soror Bell, Hendrix, Humphrey and I Williams
3. Eight sorors and eight GEMS where in attendance
   1. Topic: Empowerment; Who Am I?
4. Community Service Events:
   1. Saturday, November 5, 2016 – Care and Share - three sorors, eight GEMS, and four parents participated
   2. Saturday, November 19, 2016 – Ronald McDonald House – preparing meals for residents from 1:30 – 3:30pm
5. Next Meeting: December 3, 2016 at 10am at Ebenezer Baptist Church
   1. Topic: Decisions we make…what is the cost?
   2. Currently looking for a speaker – Preferably a Social Awareness Counselor
6. Committee voted not to have a table at the Educating Children of Color conference in January – conflicts with CSAC chapter meeting
7. Two GEMS inquiries were received
8. Pictures from event including GEMS can be posted on the website but not Facebook
9. See attached report for details

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**HERITAGE AND ARCHIVES – Soror Q. Miller**

1. Met Tuesday, November 1, 2016 at 6:30pm via conference call
2. Members Present: Sorors Bell, P. Miller, Q. Miller and Smith
3. Completing articles for the Central Region newsletter
   1. Currently writing two articles
      1. Hats Off
      2. Backpack Project: Feeding children (Monterey Elementary School)
4. Digital file storage: President to research protocol and usage guidelines
5. Next meeting: TBD

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**PHYSICAL AND MENTAL HEALTH – Soror Vaughn**

1. Next Meeting: October 5, 2016 at 7:00pm via conference call – Soror Vaughn to send out conference call information prior to meeting
2. Co-chair is needed for this committee
3. Committee suggested a Diabetic Holiday Recovery Seminar to tentatively held on January 21st at 9am – 2pm at Payne Chapel – target audience (60 participants) – Box lunch will be provided - $1500 seed money to be used for survival kits that will be given to each participant
4. Awaiting report from Soror Vaughn

**PUBLICITY – Soror Smith**

1. Met Monday, November 07, 2016 at 10:00 am via conference call
2. Members Present: Sorors Maxwell and Smith
3. Next Meeting: Sunday, December 5, 2016 at 5:00 pm via conference call –
4. Soror Maxwell to send out conference call information prior
5. Please send program/event information using the attached Event Report Form no later than 5 days after the event – including 5 pictures to [mrshelenasmith@gmail.com](mailto:mrshelenasmith@gmail.com), [quintiyamiller@gmail.com](mailto:quintiyamiller@gmail.com) and [maxwellpa@aol.com](mailto:maxwellpa@aol.com).

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**OLD BUSINESS**

**REGIONAL LEADERSHIP CONFERENCE – Soror P. Miller**

1. Sorors P. Miller, Tucker, E. Tunson and Vaughn attended the conference from October 7-9 – Soror P Miller left on the 8th
   1. Goal for chapters is to reclaim at least 10 sorors – CSAC has reclaimed 5 so far
   2. Delta Dears Motto: Serve, Protect and keep the Delta Dears happy
2. Committee reports will be put in the Red Zone
3. PayPal transactions must be transferred within 14 days

**2016-2017 CALENDAR – Soror P. Miller**

1. CSAC 2016-2017 calendar was discussed last week
2. All events will be placed on the website without addresses
3. Sorors P. Miller and Smith to coordinate updating the calendar

**TRI-STATE MEETING – Soror P. Miller**

1. CSAC will host the Tri-State Meeting (Colorado, Kansas and Oklahoma)
2. Dates: March 31st – April 2nd
3. CSAC to host a Welcome Event on Friday, March 31st
4. Sign-up sheet will be circulated at the chapter meeting for this new committee

**NEW BUSINESS**

**CORRESPONDENCE ACTION ITEMS**

1. None

**PRESIDENT’S CORRESPONDENCE – Soror P. Miller**

1. Sorors encouraged to attend training webinars – refer to email for details
   1. Internal Audit webinar will be held on November 16th and 17th
   2. Financial officers and interested sorors encouraged to attend
2. Chapter meeting for January and March will remain as scheduled

**MOTIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | Moved to accept the updated agenda with corrections | Q. Miller / Pace | Moved & Seconded, Carried |
| 2 | Moved to approve the October meeting minutes as updated and distributed | Smith / Q. Miller | Moved & Seconded, Carried |

The Executive Board Meeting adjourned at 7:56 PM.

Respectfully submitted,

Helena Smith Pamela Miller

Helena Smith Pamela Miller

Recording Secretary President