

HARFORD COUNTY ALUMNAE CHAPTER
DELTA SIGMA THETA SORORITY, INCORPORATED
CHAPTER MEETING AGENDA - DRAFT
ABERDEEN SENIOR CENTER
SEPTEMBER 10, 2017

A. Call to Order

B. Adoption of the Agenda

C. Review of the Chapter Meeting Minutes (Dated June 10, 2017)

D. Welcome Visiting & New Sorors

E. Correspondence

F. New Business

G. Officers' Reports

1. President
2. 1st Vice President
3. Treasurer
4. Financial Secretary

H. Committee Reports

1. Audit	5. Technology
2. Fundraising	6.
3. Healthy Lifestyles	7.
4. Membership Services	8.

I. Unfinished Business

J. Old Business

K. Announcements

1. Birthdays
2. _____
3. _____
4. _____
5. _____
6. _____

L. Adjournment

**Harford County Alumnae Chapter
Delta Sigma Theta Sorority, Inc.
Chapter Meeting Minutes – Draft
Aberdeen Senior Center
June 10, 2017**

- A. Call to Order:** The meeting was called to order by Soror K. Sconion at 11:27a.m.
- B. Adoption of the Agenda:** Motion was made to adopt the agenda with changes by Soror L. Ragins-Walker and seconded by Soror J. Byrd. The motion carried.
- C. Welcome Visiting Sorors:**
- **Kim Reid- Sacramento Alumnae**
- D. Review of the Executive Board Meeting Minutes (13 May 2017):** The motion was made to accept the minutes with one change by Soror L. Ragins – Walker and seconded by Soror R. O’Brien. Motion carried.
- E. Elections:** The elections committee conducted elections. Instructions were read to the chapter. The roster was used to distribute and collect ballots.
- F. Correspondence: The report was submitted and presented by Soror E. Oates.**
- The ERT Committee received a Thank You letter from the Human Services Developmental Corporation, Inc. for the donations of toiletries to homeless Cecil County residents.
 - The Eastern Region Sisterhood Reunion will be held on July 8, 2017 in Upper Marlboro.
 - An ad for \$100 was submitted to Alpha Kappa Alpha Sorority Inc.
 - Campaign information was received from candidates running for election at the 2017 National Convention.
 - The chapter received a letter from Soror M. Alston.
 - The Have De Grace School for the Colored Foundation will host an Open House on July
 - Please refer to the report on file for additional information.
- G. Officer Reports**
- 1. President’s Update: The report was submitted and presented by Soror K. Sconion.**
- **National Level:**
 - Risk Management Training will not be provided at the National Convention. Training dates will be provided at a later date.
 - 4,000 new sorors were welcomed into the sorority. The national Scholarship and Standards Committee met to discuss updates necessary to the MIT process based on feedback received.
 - Alumnae chapters are allowed to host MIT in the Fall. The Chapter must vote for intake during the sorority year that the intake will be held.
 - **Regional Level:**
 - The 2018 Eastern Regional Conference will be held on May 31 thru June 2 in Hartford Connecticut.
 - A regional leadership retreat will be held the first week of September.
 - **State Level:**

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- The final Maryland Council of Deltas meeting will be held June 3rd in Cambridge, Maryland.
 - One check will be submitted for the Summer Sisterhood Reunion.
 - A state team is working to secure Soror Smith’s participation in a Founders Day Even on January 27th or February 3rd 2018.
- **Local:**
- Letters have been sent to all candidates associated with HCACs 2017 MIT.
 - All of the existing officers were thanked for their service to the chapter.
 - A motion was requested to support collegiate sorors who are attending the National Convention.
 - All committee chairs are asked to confirm their intent to continue as the chair by June 15th. There will be a summer meeting.
 - Anyone who has not received their 25 Year plaque should let Soror President know.
2. **1st VP: The report was submitted and presented by Soror L. Williams.**
- The chapter met on May 31st for a final review of the Chapter’s Policies and Procedures.
 - **Soror L. Williams moved to accept the revised Policies and Procedures. The motion carried with 2 oppositions cast**
3. **2nd VP: N/A**
4. **Treasurer Update: The report was submitted & presented by Soror C. Graham**
- The Treasurer report was presented.
 - The proposed 2017-2018 budget was presented with explanations on changes to line item names, amounts, and intents. All changes were made based on historical responsibilities of the chapter.
 - Soror C. Graham moved to accept the budget as stated for the 2017-2018 Sorority Year. The motion carried.
 - Soror C. Bruce inquired about funds to support the Have De Grace School for the Colored. The information was not presented during the budget meeting. **Soror C. Bruce moved to donate \$500 from the Crabfeast line item the motion was seconded by Soror C. Sconion. The motion carried.**
 - Please refer to the report on file for additional information.
5. **Financial Secretary: The report was submitted and presented by Soror C. Coulter.**
- \$1,280.00 was collected during the month of May.
 - The membership to date was 86 members with a 20% increase from the last sorority year.
 - Please refer to the report on file for additional information.

H. Committee Reports:

1. Arts & Letters: No Report

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2. **Audit: The report was submitted and presented by Soror A. Blake.**
 - The audit was conducted for the months of January 1, 2017 through March 31, 2017. The chapter received an A rating and was deemed to have satisfactory financial controls confirmed by the review.
 - Please refer to the report on file for additional information.
3. **Custodian: The report was submitted by Soror A. Coward & presented by Soror L Irving.**
 - The storage payment was submitted for August 2017 through July 2018.
 - The end of year chapter inventory was completed.
 - The retractable banner was on display.
 - The committee is suggesting the purchase of a new projector for use by the chapter. **Soror L. Irving moved to transfer \$610 from the crabfeast budget line to properties and archives Soror C. Walton seconded the motion.** The motion carried with 1 opposition.
 - Please refer to the report on file for additional information.
4. **EMBODI: No Report**
5. **Emergency Response Team: No Report**
6. **Financial Fortitude: No Report**
7. **Fundraising: The report was submitted and presented by Soror P. Gaddy.**
 - The Day Party will be held on July 15, 2017. Tickets and hand cards are available. A signup sheet for volunteers was passed around. The theme is Rock Your Decade.
 - The committee is waiting on additional information associated with the Macy's Shop for a Cause fundraiser the process has changed. **Soror P. Gaddy moved that the chapter does not support the Macy's Shop for a Cause Fundraiser. The motion carried.**
 - The Crab Feast will be held on September 15, 2017 at Richlin Ballroom.
 - Please refer to the report on file for additional information.
8. **GEMS: No Report**
9. **Healthy Lifestyles: The report was submitted and presented by Soror L. Williams.**
 - On August 26, 2017 the 4th Annual Walk with the Stars 5K hosted by the Sickle Cell Disease Association of America will be held in downtown Baltimore. The chapter is planning to participate in various capacities. The committee will donate its remaining \$105.94 in honor of the late Soror Ernestine Mitchell. This is a Project 13 event.
 - **Soror L. Williams moved that HCAC support the Walk with the Stars as Delta Dear Ernie's HCAC team. The motion carried with 2 oppositions.**
 - A link to sign up for the race will be sent to the chapter once approved by the body. This event is open to family and friends.
 - Please refer to the report on file for additional information.
10. **Membership Services: The report was submitted and presented by Soror C. Coulter.**

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- **Soror C. Coulter moved to host a summer slumber party on July 7th at the Wingate Hotel. The motion failed 8 in favor 9 opposed.**
- The committee is considering a year end photo book.
- The committee is discussing new initiatives for next year including challenges and new events.

11. Social Action: The report was submitted and presented by Soror N. Farmer.

- The Legislative Forum was a success. 50 people were in attendance. The committee is planning for this event to continue either annually or biannually.
- Provided a year end review.
- Please refer to the report on file for additional information.

12. Scholarship: No Report

13. Technology: The report was submitted and presented by Soror Y. Washington.

- All passwords and website access has been changed as a result of the change in Chapter Officers.
- The current web service provider contract is due for renewal in July 2017. The cost is \$600 for 1 year.
- The Web Hosting service is due for renewal in August. The cost is \$287.79 for 24 months or \$395.64 for 36 months.
- The committee is vetting other web designer services and will provide feedback to the chapter when it is available.
- Please refer to the report on file for additional information.

I. Unfinished Business

J. New Business

K. Announcements:

- Birthdays- Soror Olga Stansbury June 29th.
- The HCAC hosted Sharing Table will be held on July 8th. Sorors are needed to assist in various capacities. A signup sheet was distributed.
- Soror C. Bruce thanked the chapter for the support during the loss of her father.
- Soror L. Irving thanked the chapter for support while she was sick. Her son also graduated from High School.
- Soror L. Ragins- Walker celebrated 55 years of marriage and will celebrate her 77 birthday on August 23rd.
- Soror C. Rosser announced a fundraiser hosted by her son on July 1, 2, and 3 at Blooms Broom. This event supports the Eagle Scouts. Her daughter graduated from GW University and will be joining HCAC.
- Soror J. Byrd announced the Cancer Survivors Day at Upper Chesapeake and reminded sorors to get regular checkups.
- Soror R. Rene's son graduated from High School and will be attending Arizona State University.

L. Installation of Officers was conducted.

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M. Adjournment: Motion to close the meeting by Soror L. Ragins -Walker and seconded by Soror R. O'Brien. The meeting was adjourned at 1:54 PM by Soror Sconion.

Tesha Doyle
Recording Secretary

Kira Sconion
President

First Vice President Report for September 2017

The Policies and Procedures that we submitted to the National Scholarship and Standards Committee for review in June were approved with a few more VERY MINOR changes. The final version is posted on our website in the Members Only section for your reference. A new P&P format for every chapter to follow is out now, so anyone who wishes to join the P&P Committee to help get ours transformed to this new format is welcomed to sign up or see me after this meeting.

On July 8th, I attended the Eastern Region Sisterhood Summer Reunion at PG Community College. They requested that voting and alternate delegates be in attendance to welcome our Regional Director back, participate in a Convention Preparedness Workshop, hear an overview of the proposed Constitution and Bylaws changes, and to welcome new initiates. It was a great event, and helped us to be better informed as we represented your interests at the National Convention in August.

A binder with sign-up sheets for all the committees will be passed around, so please sign-up if you are interested in joining any committee. I'd like to remind all committee chairs that it is much easier to keep track of your committee's service hours monthly, instead of waiting till the end of the sorority year to try and remember the time it took everyone to do all the great committee work that we do. This information is very important and helps us to complete our year end reports that are required for compliance. Please either turn in the Service Hour Report to me each month or add the service hours to your monthly committee report, if that's easier. Along those same lines, please be reminded to complete and give me a copy of your Program and Event Demographics Report after every event/program as well, while all the details are still fresh in your memory. Attached is the calendar with the dates that have been sent to me thus far, so Committee Chairs as you begin to meet with your committees and make your plans for this year, please forward your information (event names, dates, locations, times, descriptions) to me so that I can update the calendar. It is our hope to minimize conflicts, so try to get your dates locked in as soon as possible to help everyone plan accordingly. We had two successful service events and one super fun fundraiser over the summer and I'm looking forward to another awesome year of great HCAC programs and events to effectively serve the residents of Harford and Cecil Counties.

Respectfully Submitted,

Lora Williams, First Vice President

**Delta Sigma Theta Sorority, Inc.
Harford County Alumnae Chapter
MEMBERSHIP COMMITTEE
Committee Report**

Meeting Date: 23 AUG 2017
Called to Order: 7:30PM
Location: COULTER RESIDENCE
Attendees: C. COULTER, L. WILLIAMS, Y. YARBOUR

Old Business

- I. CHAPTER SHIRTS
 - a. Sold to members attending national convention
 - b. Taking orders for new batch (See attached picture)
 - c. Cost: \$20 with \$10 deposit
- II. CHAPTER SLUMBER PARTY
 - a. Location: Camp Puh'tok is still booked for the weekend of the 19th for the slumber party.
 - b. Date: November 18th
 - c. Food: Pizza, Chicken Wings etc.
 - d. The cost of the event is covered. The only cost we are asking for sorors is their own transportation.
 - e. Hashtag: #HCACRising

New Business

- I. CHAPTER CALENDAR
 - a. See attached Chapter Calendar
 - b. THE ONE THING EXERCISE
- II. CHAPTER DIRECTORY
 - a. Currently in draft. Will include the newest chapter photo (scheduled to be taken in October). Estimated Completion Date: November
 - b. Please update information that is going around. *Note these changes will not be in the red zone. Each Member must update the redzone so information persists and provided to Nationals)
 - c. Chapter will cover the cost of printing for Delta Dears. Below are option for directory printing.

Method	Cost
Personal USB / Member Printing	Free / Cost of Printing (\$3)
BEST VALUE COPY	\$205
CUSTOM USBs (iPromo)	\$200

- III. CHAPTER WORSHIP
 - a. October 29th is the next event
 - b. Looking for volunteer Churches
 - c. Will do a pass the hat for donations to be presented at October Chapter Meeting.

Program Status and/or Sub-Committee Reports

- Public Relations- Any request must be made **20 business days** or earlier prior to the event.
- Social Media-
 - ▲ Made updates to *All HCAC Social Media* pages according to *The Delta Internet Guidelines*
 - ▲ Find HCACMD On Social Media



@DSTHCACMD79



@DSTHCACMD79



@DST_HCAC_MD79

HCAC #'s

- ▲ #DST1913 - (*DST National*)
- ▲ #DSTHCACMD79
- ▲ #DSTHCACMD_ERT
- ▲ #DSTHCACRISING - (*Membership services*)

Budget August 2017

\$1000.00
 -\$ 100.00
 -\$ 319.00
 -\$ 10.00

\$ 571.00 / New Balance

Unfinished Business

n/a

Summary of Actions/Recommendations

n/a

Motion

n/a.

Service Hours August 2017: 17Hrs = {Tech-12hrs+PR-5hrs}

Adjournment

n/a

Submitted by: Soror Yvonne Washington-Chair, Technology

Program Status and/or Sub-Committee Reports

- I. REDEDICATION AND FOUNDERS DAY
 - a. Chair of Ritual and Ceremonies will take the lead with steadfast support from Membership Services Committee
 - b. Budget for this event is \$1000
 - c. DATE: 13 JANUARY 2017
 - d. LOCATION: TBD
- II. CHAPTER RETREAT
 - a. Date: March 23-24, 2017
 - b. Location: TBD
 - i. Northbay – currently booked
 - ii. Holiday Inn – received pricing
 - c. Signup to begin in January 2018

Budget (Finance)

- I. BUDGET: \$1500
- II. BUDGET REMAINING: \$1500

Unfinished Business

- I. DELTA DEAR PROGRAM (DDPs)
 - a. Updates forthcoming
 - b. Soror Vonetta Mickens departing (but forever in our hearts!)
- II. CREATION OF INCOMING SOROR PROGRAM/ACTIVITY
 - a. Aimed at sorors moved to the area or college students graduating

Summary of Actions/Recommendations

- I. MOTION: I move that we accept the chapter calendar as presented.
- II. MOTION: I move that the chapter allocate funding to cover the cost of custom USBs for an estimated cost of \$200(+/- 10%).

Total Number of Service Hours from Committee (Combined Year-to-Date Total)

- I. TOTAL NUMBER OF HOURS: 10

Adjournment

- I. ADJOURNMENT: 9:30PM
- II. NEXT MEETING: 20 SEP 2017 7:30PM LOCATION TBD

Respectfully Submitted by:

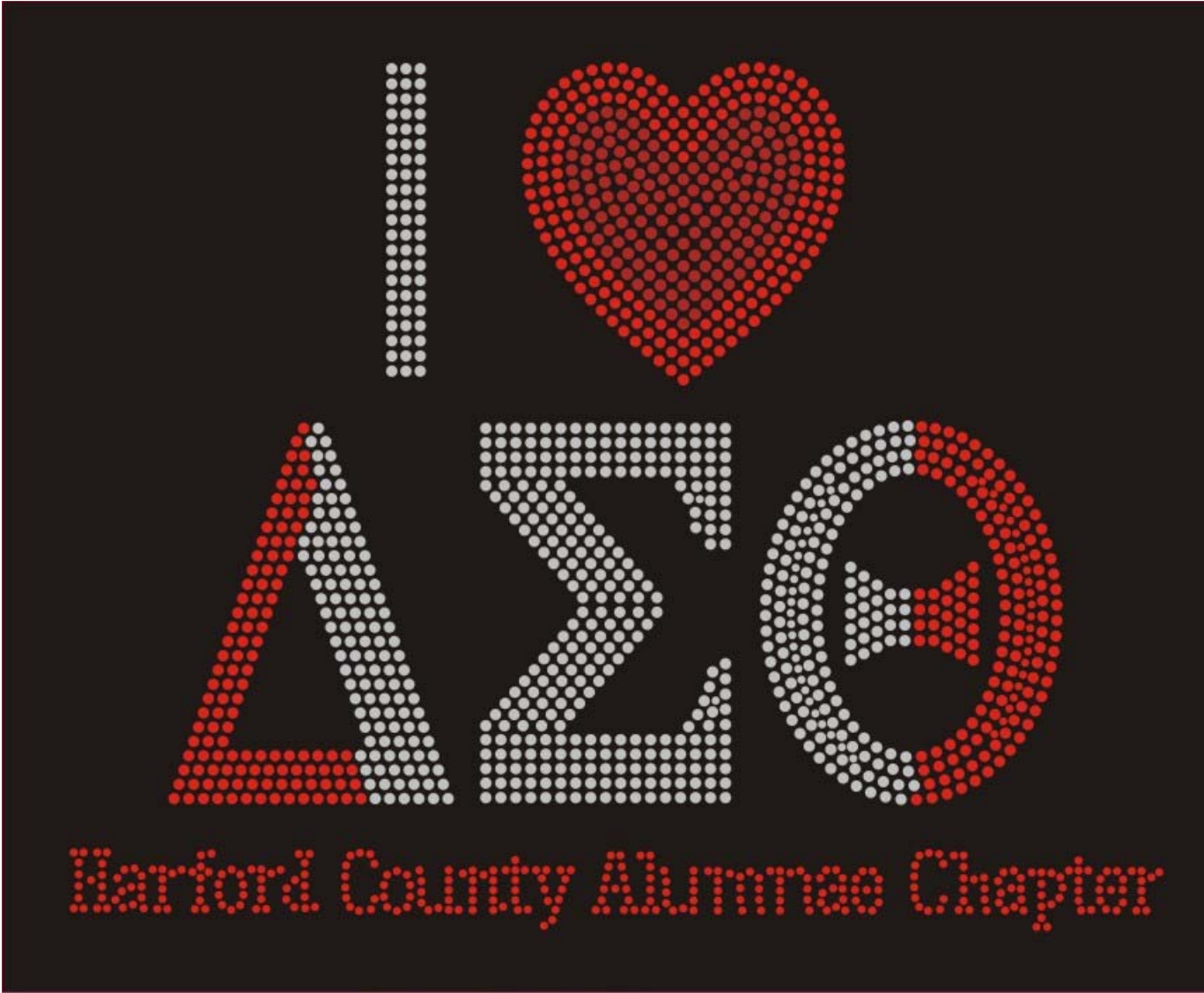
Soror **COURTNEY COULTER**
Chair, **MEMBERSHIP COMMITTEE**

Membership Committee

2017 - 2018 Sorority Year

Date	Event	Notes
8/23/2017	Committee Meeting	Planning Location: CC Home
9/9/2017	First Chapter Meeting	
9/20/2017	Committee Meeting	Location/Time: TBD
10/14/2017	Chapter Photo	
10/18/2017	Committee Meeting	TBD 7PM
10/29/2017	Chapter Worship	Location/Time: TBD
11/15/2017	Committee Meeting	
11/19/2017	Slumber Party	Puh'tok Campsite
12/9/2017	Delta Christmas	Potluck / Cookie Competition
12/13/2017	Committee Meeting	Location/Time: TBD
1/12/2018	Founders Day	Midnight Celebration
1/13/2018	Founders Day	Rededication
1/14/2018	Chapter Worship	Location/Time: TBD
1/17/2018	Committee Meeting	Telecon 7PM
2/4/2017	Chapter Worship	Red Dress Sunday
2/10/2018	Chapter Meeting	Valentines Exchange
2/15/2018	Committee Meeting	Telecon 7PM
	March - Sisterhood Month	
3/9/2018	Wine and Cheese Soiree	Location/Time: TBD

3/14/2018	Committee Meeting	Location/Time: TBD
3/23/2018	Sisterhood Retreat	
3/24/2018	Sisterhood Retreat	
4/12/2018	Committee Meeting	Telecon 7PM
	May - Delta Dear Month	
5/1/2018	Paint Party at Winery	Delta Dear Event (Date TBD)
5/12/2018	Chapter Meeting	Delta Dear Luncheon
5/16/2018	Committee Meeting	Telecon 7PM
6/10/2018	Chapter Meeting	Happy Hour After Meeting





QUOTATION # Q-00062262

iPromo
2nd floor
1035 W Lake St
Chicago, IL 60607
Phone: (888) 994-7766

Bill To Harford County Alumnae Chapter **Ship To** Harford County Alumnae Chapter

Date:	9/5/2017
Pricing Held Until:	9/15/2017
Account Manager:	Hannah Matichak Direct: Fax: hannah.matichak@ipromo.com

Description	Quantity	Unit Cost	Line Total
High Speed 2.0 USB Flash Drive - Style Twist, 128MB	80	2.07	165.60
Imprinting on USB Flash Drives	80	0.25	20.00
Options			
Full Color Front (regular drives)			
Shipping Cost	1	8.15	8.15
		Total	193.75

Everything looks good? Finalize your order on our [secure payment portal](#) and we'll begin production immediately.

Excited to get your brand working for you,

Hannah

The iPromo Difference

- + Get it fast. You can count on us to deliver on time.
- + Be confident with our lowest price guarantee.
- + Lightning-fast production and cost efficient shipping.
- + Exclusive lifetime replacement warranty on all products.

Product Proof

Product Style: Twist
Color Body: Red PMS 186
Color Cap: White
Finish: Matte
Font/Etc: N/A

Imprint Method: Screen Printing
Imprint Colors: Full Color

Packaging

- Bulk Trays
 - Polybags
- *Gift Packaging Available



Available Accessories

- Other
- Lanyard/Neck String
 - Custom Lanyard
 - Keyloop
 - Key Chain

*Additional Options Available

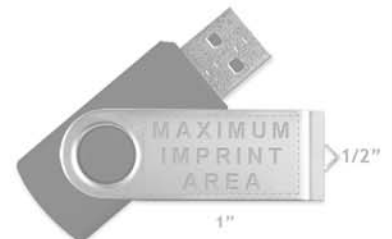
Front



Flash Drive Dimensions:
2 1/8" L x 5/8" W x 3/8" H

Back

Second Side 1-Color Imprint Included



Flash Drive Dimensions:
2 1/8" L x 5/8" W x 3/8" H

Disclaimer: The product shown above is not actual size. Your logo will be printed in proportion to the product proof shown above. Due to differences in dye lots and monitor settings, colors may be slightly different.

Technology Committee Report

HCAC – Delta Sigma Theta Sorority, Inc.
September 2017

Called to Order: n/a Location: n/a Attendees: n/a

Old Business

- Updated Log on's and Passwords on all HCAC accounts.
- Bluehost/Domain/Website
 - *Due to be renewed Fall 2017 and sent Angela Martin paperwork to change ownership to HCAC*
 - *Research other Website developer services/prices, to make some upgrades, changes (listed in June's Report) to HCAC website*
 - VBS Business-Tech Solution, LLC/ Web Developer- Level 2 services | Being paid monthly \$50 as of July

New Business

- Bluehost/Domain/Website
 - Sent out (RFP) Request For Proposal to several Web developing companies (WordPress). Prices range from (\$ 90 up-\$170 per/hr and the average quote for \$4k - \$18k. I reached out international outsourcing for a web developer vendor.
 - Two companies are currently looking into upgrades to our website and will give an estimate. I had the company sign Confidentially/Non-disclosure agreement for HCAC. Status to be given at next Chapter meeting or sooner thorough eBlast.
 - **Renewed** Bluehost HCAC Domain & Address for 2 years \$319.79 +Wifi social media phone \$10.
Next Bluehost RENEWAL Date- August 2019

- HCAC Google Account
 - ▲ HCAC has a New Google Account (Drive, Docs, etc.)
 - Harford Cty Alum Chp MD / DSTHCACMD ~ **dsthcacmd@gmail.com**
 - ▲ Chapter Telephone# **(443) 345-0092**

- HCAC Facebook
 - ▲ **Current Chapter Facebook Pages**
 - There are 2 Official Facebook HCAC Pages-**(Deltas HCAC)** to be merged *into (The Harford County Alumnae Chapter MD of Delta Sigma Theta Sorority, Inc.)*. Waiting for a reply from Facebook regarding **merging** these 2 FB Pages. Not sure what information will be lost once merged (may lose followers, information, data). Once merged *The Official HCAC Facebook Page* will be **(The Harford County Alumnae Chapter MD of Delta Sigma Theta Sorority, Inc | [Contains FB Stats])**
 - ▲ **EMBODI** Facebook Page– to be **Deleted**
 - ▲ **HCAC Facebook GROUP Pages**
 - **Deltas of Harford County Alumnae Chapter Maryland - ΔΣΘ** – Private Group Page/ Deltas only, mainly currently and former HCAC members.
 - **DST-HCAC MD DELTA Emergency Response Team (ERT)** – Public FB Group Page
 - ▲ **HCAC** can now be **Tagged** when you Check-In on **Facebook**

Delta Sigma Theta Sorority, Inc.
Harford County Alumnae Chapter
Healthy Lifestyles Committee
September 2017 Committee Report

Meeting Date: August 25, 2017
Called To Order: 1:30pm
Location: email
Attendees: Lora Williams, Amber Blake, Donna Lewis, Shamola Dye, Vonetta Mickens, Monica Wyatt, Quintina Erby, Yvette Yarbour, Precilla Belin, Raquel Adams, Carla Walton, Alberta Brier

Old Business

We supported the 4th annual Walk With The Stars 5K for the Sickle Cell Disease Association of America, a Project 13 Partner, in honor of our beloved Delta Dear Ernestine Mitchell who was so passionate about our support of this organization. The race was held on August 26th along the Canton Waterfront in downtown Baltimore. We donated the balance of our remaining 2016-2017 budget (\$110) and asked for your individual donations to add to that amount. We were excited to walk, and 4 of us showed up early to do just that, but the organizers needed a little help so we ended up working in addition to walking, but we were happy to help in any way. There were sorors from 3 other area chapters, Baltimore Alumnae, Baltimore Metro, and Columbia Alumnae, and the combination of all 4 chapters earned Delta Sigma Theta Sorority, Inc. the distinction of being the team with the 3rd highest donation total. Our chapter alone donated \$470 in memory of Ernie. They are still accepting donations until the end of this month if you still want to contribute to the team's total. We wore Delta shirts to show solidarity with the other Baltimore area Delta chapters, but with special ribbons with Soror Ernie's picture as we were walking in honor of her.

New Business

Budget
\$1000

Service Hours
August – 8 hours

Summary of Actions/Recommendations

Respectfully Submitted By: Soror Lora Williams, former Healthy Lifestyles Committee Chair