

HARFORD COUNTY ALUMNAE CHAPTER
DELTA SIGMA THETA SORORITY, INCORPORATED
CHAPTER MEETING AGENDA - DRAFT
EDGEWOOD LIBRARY
OCTOBER 20, 2018

A. Call to Order

B. Adoption of the Agenda

C. Review of the Chapter Meeting Minutes (Dated September 8, 2018)

D. Welcome Visiting & New Sorors

E. New Business

1. DID
2. Membership Intake

F. Correspondence

G. Officers' Reports

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

H. Committee Reports

1. GEMS	5. Technology
2. Healthy Lifestyles	6.
3. Membership Intake	7.
4. Social Action	8.

I. Unfinished Business

J. Old Business

K. Announcements

1. Birthdays
- 2.

L. Adjournment

HARFORD COUNTY ALUMNAE CHAPTER
DELTA SIGMA THETA SORORITY, INCORPORATED
CHAPTER MEETING MINUTES
EDGEWOOD LIBRARY
SEPTEMBER 8, 2018

- A. Call to Order:** The meeting was called to order by Soror K. Sconion at 11:06 a.m.
- B. Adoption of the Agenda:** A motion was made to adopt the agenda with changes by Soror L.R. Walker and seconded by Soror C. Sconion.
- C. Review of the Chapter Meeting Minutes** (Dated April 14, 2018): The motion was made to accept the minutes by Soror L.R. Walker and seconded by Soror C. Sconion.
- D. Visiting Sorors**
1. Nina Shipmen Vick
 2. Tanya Crawford Williams

E. Correspondence

Two different collections

8/14/18

1. Hosanna School Museum Certificate of Appreciation
2. Soror Mildred Austin – Thank you card for appreciation
3. Soror Patrice Brown – Thank you card for appreciation

9/2/18

4. Dues payments
5. DREF updates

F. Officers' Reports

- 1. President's Update: The report was submitted and presented by Soror K. Sconion.**

National Level:

- Delta Sigma Theta Sorority, Inc., in collaboration with the National Pan-Hellenic Council (NPHC) and the NAACP has issued a Voter Takeover call to action.
 - In addition to local races, here's what's at stake in November
 - All 435 seats in the U.S. House of Representatives

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- 33 seats in the United States Senate
- 36 gubernatorial state and US Territory seats
- HCAC will be supporting these efforts for both the primary in June and general in November.
- The National Membership Services Committee has launched our reclamation project #Reclaim4k.
- Dues can still be remitted, but any submissions should include the late or reinstatement fee. Please confirm amounts with our fiscal officers (if necessary).
- There is a national push to have updated contact detail in the red zone. HCAC will utilize only the email and contact detail noted in the red zone for our chapter's communication.

Regional Level:

- Regional Conference in Hartford, CT – May 31-June 2 (ecumenical on June 3)
 - Budget breakdown was provided in April's president's report. Reconciled budget provided in this report; savings of \$207.37.
- The Eastern region has launched the Women and Girls Empowerment (WAGE) program focusing on self-care for women and girls.
- Congratulations to HCAC members who have been appointed to regional committees and roles. A full list will be emailed to the chapter.

State Level

- The 5th Annual Sickle Cell Disease of America (SCDA) was held on August 18, 2018. Our chapter partnered with other MD chapters to support this event. Three HCAC sorors represented our chapter at the event (Sorors K. Sconion, Stiemke and Williams). Donations can still be made via the website.

Local Level:

- A big Thank you to all sorors who helped us secure compliance for the 2018-2019 sorority year. Your efforts were appreciated. The compliance letter has been received and we are compliant as of 9/1/2018.
- We encourage all sorors to review our HCAC calendar and join us to support our community and partnership events, social activities, and more.
- Harford Alumnie Council (HAC) NPHC Meeting
 - Next meeting on September 26

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- Second collective event: Juneteenth Celebration Festival held June 23.
- Summer HCAC Activities
 - HCAC's Bingo event was held on Friday, June 8, from 7-11pm at the Bel Air Armory. This was a very successful event, and a full report will be provided to the chapter.
 - HCAC's Sharing Table date was Saturday, July 14. A summary of this event will be provided to the chapter.
- Next Sharing Table with all Greek Letter Organizations held on September 15.
- A planning session will be planned for all executive board members to review processes, reporting tools, best practices and more.
- Reporting Tools
 - Please remember to utilize the committee report template, event or program checklist, and demographics tool to capture necessary detail for all HCAC events, activities, and programs. This demographic information is required for compliance approval. Please be sure to capture service hours for your respective committees.
- Please refer to the report on file for additional information.

2. First Vice President: The report was submitted and presented by Soror L. Williams.

- The Policies and Procedures that was submitted for review in June are still under review.
- A binder with sign-up sheets for all committees will be passed around. Please sign up if you are interested in joining a committee.
- If everyone can commit to just ONE THING, we could accomplish all of our goals.
- Committee chairs – please forward your information (event names, dates, locations, times, descriptions) to the First Vice President so the events calendar can be updated.
- Please refer to the report on file for additional information.

3. Treasurer: The report was submitted and presented by Soror Q. Erby
Three reports provided.

May: reconciliation due to meeting taking place prior to 31 May

- The checking account balance as of 5/31/2018 was \$7,588.85.
- The savings account balance as of 5/31/2018 was \$11,399.03.

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June:

- The checking account balance as of 6/30/2018 was \$9,214.40.
- The savings account balance as of 6/30/2018 was \$11,400.48.

July: Two checks were written

Soror Q. Erby made a motion that we move \$35 from contingency fund to external line. Motion Carried.

- Please refer to the report on file for additional information.

4. Financial Secretary:

- \$1,420 was collected in August. Most of the funds collected were for Dues.
- Please refer to the report on file for additional information.

G. Committee Reports

- **Emergency Response Team: The report was submitted and presented by Soror R. O'Brien.**
 - Update budget from \$200 to \$500
 - ERT Committee member Yvonne Washington has been accepted and part of the FEMA User Advocates committee for Opportunity Project.
 - Provided Committee upcoming/ongoing activities for the 2018/19 sorority year.
 - Please refer to the report on file for additional information.
- **Social Action: The report was submitted by Soror C. Rosser and presented by Soror President.**
 - Proposed agenda for sorority year
 - Please refer to the report on file for additional information.
- **Technology: The report was submitted and presented by Soror Y. Washington.**
 - Chapter roster can now be placed on website and will be uploaded by Nov. Roster will be encrypted.

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- Seeking new photos of members serving the community for the HCACMD website.
- At 51st Eastern Regional Conference, our chapter Technology committee was recognized with a Cutting-Edge Certificate of Achievement. The graphic badge is currently displayed on our website - #TheEast as #FirstInTech!
- Please refer to the report on file for additional information.

H. Announcements

1. Birthdays – Noted in roster
2. Soror O'Brien – Take action with candidates of choice. Three African Americans running for political office in Harford County.
3. Soror Carter – Womens Challenge – Wine Festival, September 22, 3-8.
4. Soror C. Coulter – chosen by school as top 40 under 40. Part of duty is to raise money for Alumnae Scholarship Fund. See Soror Courtney for more detail.
5. Soror Belin – Oct is National Breast Cancer Awareness Month.
6. Soror Gaddy – Thank you to all that reached out during time of bereavement. Also, appointed by Gov Hogan to National Governor School Safety Board.
7. Soror C. Sconion – Please keep in touch with Delta Dears.
8. Soror Edwards – Thank you for Omega Omega service.
9. Soror Pitts – Staying in touch with Delta Dear partner has been very helpful.

- I. Adjournment:** Motion to close the meeting by Soror Q Erby and seconded by Soror Nandalal. The meeting was adjourned at 12:37 pm by Soror K. Sconion.

Delta Sigma Theta Sorority, Inc.
Harford County Alumnae Chapter
President's Report – October 2018

1. National

- △ Delta Sigma Theta Sorority, Inc., in collaboration with the National Pan-Hellenic Council (NPHC) and the NAACP has issued a **Voter Takeover** call to action.
 - In addition to local races, here's what's at stake in November
 - All 435 seats in the U.S. House of Representatives
 - 33 seats in the United States Senate
 - 36 gubernatorial state and US Territory seats
 - HCAC will be supporting these efforts for both the primary in June and general in November.
- △ The National Membership Services Committee has launched our reclamation project *#Reclaim4k*.
 - Over the next two years, they will be working on innovative and sustainable initiatives at the local, regional, and national levels.
- △ The DST Disaster Relief Fund, in collaboration with Delta Research and Education Foundation (DREF), serves to provide charitable and educational relief for sorors impacted by disasters like Hurricanes Harvey, Irma, and Maria. Any donations made via this channel should be marked with DSTDR (DST Disaster Relief) in the comment section.
- △ Dues can still be remitted, but any submissions should include the late or reinstatement fee. Please confirm amounts with our fiscal officers (if necessary).
- △ There is a national push to have updated contact detail in the red zone. HCAC will utilize only the email and contact detail noted in the red zone for our chapter's communication.

2. Regional - N/A

- △ The Eastern region has launched the Women and Girls Empowerment (WAGE) program focusing on self-care for women and girls. As shared in their launch details, adult women and young women are expected to balance work responsibilities, coursework, personal life, and home life. This regional program will focus on self-care, a practice that will help women and girls limit the stresses and strains that they are bound to encounter in their academic career, professional career, and home life and how to cope with those that do arise. The WAGE Toolkit has been created to assist you with implementing the program. An email with all necessary details has been sent to the chapter as well.
 - A webinar was held on October 3 to review this regional initiative, toolkit and available support. The full deck/presentation will be made available.

- △ Congratulations again to our three HCAC members who have been appointed to regional committees and roles. A full list was emailed to the chapter.

3. State

- △ MCD meeting will be held on October 6; update to come after that.

4. Local HCAC

- △ We encourage all sorors to review our HCAC calendar and join us to support our community and partnership events, social activities, and more.
- △ Harford Alumni Council (HAC) NPHC meeting held on September 26.
 - The focus was on finalizing activities for NPHC submission packet.
 - Key program focus areas for collective activities are voter registration/civic engagement, academic achievement and healthy lifestyle initiatives
 - Forum with local politicians
 - Harford county NAACP event on October 23.
 - Back to school drive (August 2019)
 - College prep workshop (winter 2019)
 - Community activity with local law enforcement (TBD)
 -
- △ A planning session will be planned for all executive board members to review processes, reporting tools, best practices and more. This September date will be shared with the full chapter and all committee chairs are expected to attend.
- △ Reporting Tools
 - Please remember to utilize the committee report template, event or program checklist, and demographics tool to capture necessary detail for all HCAC events, activities, and programs. This demographic information is required for compliance approval. Please be sure to capture service hours for your respective committees.

Respectfully Submitted By: Kira Sconion ☺
Date: October 18, 2018

First Vice President Report for October 2018

We have now officially received the final approval letter for the Policies and Procedures that we submitted to the National Scholarship and Standards Committee for review in June. There were some additional changes that were requested, summarized below:

- Aligned to match the national P&P template that was released in March 2018
- 4th quarter audit is due by August 1st and the final IAR-1 annual report is due on August 31st
- Our suggested timeline for the approval of P&P changes was removed to allow for impromptu changes by the National S&S Committee throughout the year
- Some committees that used to be listed separately in the Standing Committee section are now grouped under the Program Planning and Development section on pages 21-22. There is now an Educational Development sub-section under Program Planning and Development, under which EMBODI, GEMS, and Delta Academy are now listed. Also International Awareness and Involvement as well as Physical and Mental Health, which we call Healthy Lifestyles, are now listed under this Program Planning and Development section.

We really need your help to ensure that our chapter continues to serve our communities in an effective manner, so please consider committing to at least one committee, activity, or position. If everyone could commit to just **One Thing**, we could accomplish all our goals. 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.

Respectfully Submitted,

Lora Williams, First Vice President

**Delta Sigma Theta Sorority, Inc.
Harford County Alumnae Chapter
GEMS
Co-Chair Committee Report**

Meeting Date(s): September 27, 2018

Called to Order: 8:00pm

Location: Conf Call

Attendees: Quintina Erby, Jade Hunter

Old Business

N/A

New Business

- △ Reviewed upcoming session calendar
- △ Collaboration opportunities

Date	What	Time	Location
10/27/2017	Parent Info Session	10:30 – 11:30; 12:30 – 1:30	Aberdeen Public Library
11/14/2017	Applications Must be Postmarked		US Postal Service, HCAC PO Box
12/01/2017	Acceptance letters received		GEMS Applicants' address
12/15/2017	Session 1: Healthy Lifestyles w/ Zumba or Step	10:30 - 2	Aberdeen Public Library
1/26/2018	Session 2: Healthy Relationships: Human Trafficking / Divas in Defense	10:30 - 2	Aberdeen Public Library
2/23/2018	Session 3: TBD	10:30 - 2	Aberdeen Public Library
3/23/2017	Session 4: Day of Service	10:30 - 2	TBD
4/27/2017	Session 5: College & Career Prep w/ APFCU (Financial Fortitude)	10:30 - 2	Aberdeen Public Library
5/18/2017 or 5/25	Who am I? Vision Board Completion or TBD	10:30 - 2	Aberdeen Public Library
June, 2018	INFINITELY COMPLETE	TBD	Aberdeen Public Library

Proposed Partnerships / Collaborations:

- △ **Healthy Lifestyles Committee (session 1)**
- △ **Divas In Defense (session 2)**
- △ **Financial Fortitude Committee / APGFCU (session 5)**

Marketing Plan:

- △ **Invite calls to 2018 GEMS participants**
- △ **Communication to community high schools, churches, clubs, etc.**

Risk Management:

- △ **All committee members & volunteers must be RM trained (to include background check)**
- △ **All RM paperwork must be received by each participant on the due date established**

Program Status and/or Sub-Committee Reports

NONE

Budget (Finance)

TOTAL: \$1400

SPENT: \$0

BALANCE: \$1400

Unfinished Business

NONE

Summary of Actions/Recommendations

NONE

Adjournment

8:40 pm

Next meeting: TBD

Respectfully Submitted by:

Soror **Quintina Erby**

Chair, **GEMS**



Delta Sigma Theta Sorority, Incorporated
Harford County Alumnae Chapter

P.O. Box 315, Aberdeen, MD 21001. Email: info@dst-harfordcountyalumnae.org



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

Meeting Date: October 3, 2018

Called to Order: 7:30PM

Location: Telecon

Attendees: C. Coulter, L. Walker, V. Hunter Y. Yarbour, L. Williams

Old Business

- I. Chapter Directory**
 - a. Updates**
 - b. Printables (available at the October chapter meeting)**
- II. Delta Dear Program**
 - i. Reorganization and Program Leader**
- III. One Thing Activity**

New Business

- I. Membership Services Calendar**
- II. Reclamation Luncheon – Planning**
- III. Creation of Welcome Package**
- IV. Membership Intake**

Budget (Finance)

- I. BUDGET: \$250**
- II. BUDGET REMAINING: \$250**

Unfinished Business

Summary of Actions/Recommendations

- I. I move that the chapter accepts the Membership Services Calendar as presented.**
- II. I move that the chapter conduct Membership Intake for the 2018-2019 sorority year.**

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

- I. TOTAL NUMBER OF HOURS: 2**

Adjournment

- I. ADJOURNMENT:**
- II. NEXT MEETING: 29 OCT 2018 7:30PM LOCATION TBD**

Respectfully Submitted by:

Soror **COURTNEY COULTER**

Chair, **MEMBERSHIP COMMITTEE**

Membership Committee

2018 - 2019 Sorority Year

Date	Event
10/3/2018	Committee Meeting
10/20/2018	Chapter Photo
10/29/2018	Committee Meeting
11/10/2018	Chapter Meeting
11/14/2018	Committee Meeting
11/16/2018	Karaoke Night
11/28/2018	Post Luncheon
12/8/2018	Delta Christmas
12/12/2018	Committee Meeting
1/12/2019	Chapter Meeting
1/13/2019	Founders Day
1/23/2019	Committee Meeting
2/3/2019	Chapter Worship
2/9/2019	Chapter Meeting
2/13/2019	Committee Meeting
	March - Sisterhood Month
3/9/2019	Sisterhood Potluck
3/13/2019	Committee Meeting
3/31/2019	Chapter Worship
4/16/2019	Committee Meeting
	May - Delta Dear Month
5/11/2019	Chapter Meeting
5/15/2019	Committee Meeting
6/8/2019	Chapter Meeting

Technology Committee Report



#FirstInTech

HCACMD Delta Sigma Theta Sorority, Inc.

October 2018

Meeting Date: October 1, 2018 **Time:** 8:30pm **Called to Order:** 8:35pm
Location: Online **Attendees:** Courtney Coulter, Glenda Jackson & Yvonne Washington

Old Business

- There is a NEW DIG as of April 2018. I am asking every chapter member to **-PLEASE REVIEW THE NEW DIG:** www.deltasigmatheta.org/docs/policies/Delta_Internet_Guidelines_Approved_April_2018.pdf
Some hi-lighted changes: *Chapter Roster see Sec: DIG Draft 3.1, Crowd-Funding see Sec: DIG Draft 7.4, Technical Audit see: Sec: DIG Topic 4 & 5*
- HCACMD Written - Notice for Events has been created –still waiting on approval from the President.
- Seeking new photos for the Website of HCACMD members serving the community
 - Please send to: technology@dst-harfordcountyalumnae.org or publicrelations@dst-harfordcountyalumnae.org
- **Technology committee plans for SY 18/19**
 - Ensure we are in compliance with the New DIG Technical Audit Guidelines
 - Seeking to partner with a STEM Organization event or program in Harford &/or Cecil county
 - Seeking a Grant for possible HCACMD Tech event

New Business

- Welcome new member Glenda Jackson
- Seeking to partner with a STEM Organization event/ program in Harford &/or Cecil county
- Updates made to the website:
 - Security updates
 - Members access
 - Plan on adding the current Chapter roster in November- encrypted
- We have 2 accounts for creating Flyers – contact Chair for log on information
 - www.postermywall.com | www.canva.com
- Revisit paying Chapter Dues online

Est. Budget SY 2018-2019 - \$200 / New Bal- \$160

Unfinished Business - Facebook merging

Summary of Actions/Recommendations n/a **Motion** n/a

Service Hours – September/October 2018: 4 Hours **Adjournment-** 8:55pm

Submitted by: Yvonne Washington-Chair, Technology/ Chair, Public Relations

Next Meeting: PRN