

## Minutes for Executive Board meeting of Delta Kappa Gamma, Gamma Gamma Chapter

Date: Thursday, August 6, 2020

Location: Zoom meeting

Start time: 10:09AM

Linda Szymkowiak, Parliamentarian, called the meeting to order at 10:09AM. Executive Board members present on the call were: Kris Beaudette, Madelynn Brossard, Rose Marie Mincey, Judie King, Linda Stolt, Sharon Froehlich, Linda Szymkowiak, Denise Pawelczyk, Cheryl Keifer, Gerie Kay, Joan Gazdic, and Mary Wrobel.

Quorum was established for this meeting.

For future General business meetings, a quorum is  $\frac{1}{4}$  of active members. Quorum is 19 members for our chapter.

### Programs

- Prince of Peace Church, meeting space is not available until at least January 2021. As long as we are in Phase 4, no facility is available.
- Rose Marie Mincy proposed to shelve all in-person meetings until February. All agreed.

Sept. meeting on Zoom, General business mtg, Our rules tell us that at this meeting we must vote to approve the budget, New member induction, White Rose ceremony. New member tea will be conducted on zoom. Email Kris Beaudette if you want to attend. (Update: The White Rose Ceremony will be held at a later date when we are able to meet in person.)

Oct. mtg. On zoom. Possibly the same speaker that was planned for September, if this can be arranged. Program is: Jeff Smith, Stress, Wellness, and Humor.

Nov. craft night cancelled

Dec. Holiday Auction Ask membership and friends for donations. Since we are unable to conduct our typical December auction and dinner, we need an alternate fundraiser to fund our annual Recruitment Grant.. A voluntary donation will be requested of our members..

- Service project for September:: School supplies and gift cards/note cards/stamps for our Collegiate members. Gerie Kay is setting up drop off points.

- Members are also encouraged to write to our Collegiate members. We will all have their contact information on our member contact info sheets.

## Membership

- 3 members resigned, Mary Hurd, Gail Poisson and Stephanie Grande
- 1 member passed away, Judy McGuire. White Rose ceremony to be conducted at the Sept. meeting on zoom. Update: The White Rose Ceremony will be conducted at a later date when we are able to meet in person. Necrology report must be submitted to DKG-ISO. Membership will work on this.
- Kris Beaudette, President, assigned the new members to committees according to their talents.
- Members: 77 active members, 4 reserve members, 5 collegiate members  
86 total member
- Discussion of purchase of projector for our chapter. Judie King gave reasons and details of price. Members will vote by email to Kris Beaudette.

## Society Business:

- 77 active members. All members have paid the 2020-2021 dues.
- \$1700 in dues taken in for our chapter. Most of our dues goes to state and international.
- Joan sent the proposed budget in an email. See her email for details.
- Please send receipts to Linda Stolt for reimbursement. You must submit an original receipt and a voucher form or you will not be reimbursed. This is required by law. Please visit [www.GammaGamma75.org](http://www.GammaGamma75.org) to download a voucher form.
- Executive board voted to approve the budget as proposed. It will be presented to the members at the September General meeting and they will vote on it.

## Communication:

- Meeting minutes should be on our website. DKG ISO also recommends keeping a copy of the minutes in an additional location for back-up.
- Members should print member contact information themselves or let us know and we will mail it.
- Decided to drop \$5 fee to mail information to our older members.

## Educational Excellence:

- Collegiate members were inducted this summer.
- Summer celebration for Recruitment Grant winners, collegiate members, early-career former Recruitment winners and their mentors, see attached agenda.
- Our new Recruitment grant winners were honored in private, socially-distant and masked ceremonies at their homes. The winners were present along with their new mentors. Denise Pawelczyk planned all the events..

### Care Team:

- Glenda Klein is the chair. Glenda shared procedures of the Care Team.
- Reach out to those who are alone and try to get together.
- Individuals may choose how much information to publicize
- 
- Care Team Guidelines:- Glenda sent these.
- \*\* There are 17 ladies on the current Care Team. We support our members by cards, notes, email/text, phone calls, visits. It all depends on the individual and situation. When possible, we search for rides to those who cannot drive.
- \*\* It is important that general membership communicate situations of need (illness, injury, hospitalization, loss, etc.) to me and Kris so we are aware and can act if appropriate.
- \*\* I would always be in touch with the trusted contact to check if that member wants the Care Team to know and respond. People vary quite differently regarding privacy and knowledge around medical issues. We need to respect their wishes.
- \*\* There are members who are comfortable with Care Team involvement but do not want the general membership to know. Others are comfortable with both, but I check out their preferences.
- \*\* The Care Team is always open to new recruits!!
- 

### Book Club

- Sue Wadkins is the chair.
- All members are welcome.
- Meetings are being conducted on zoom.

Linda Szymkowiak provided this information about Parliamentary procedure that she received at a recent Zoom training with DKG ISO. This information was not read at this Executive Board meeting. Instead, this was printed in the agenda and members were asked to read through this information on their own.

- 1) The first paragraph needs to include the date, where the meeting took place - and if it was electronic, what type, the time the meeting started, who called the meeting to order, state that the secretary was present (or who was there instead), was a quorum established?, and at the end of the minutes, the time the meeting was adjourned and a signature of both the Secretary and President. BY THE WAY...we also need a quorum for a ZOOM meeting. What do our rules say is our quorum?

- 2) Minutes should be available to all members, and minutes of an Executive Board meeting can also be made available.
- 3) Motions need to be written out in the minutes and whether the motion was accepted or defeated. Both the maker of the motion and the person that seconds it need to be in the minutes.
- 4) After the motion is made and seconded, it is open for debate. At this point it could be amended. The President needs to repeat the motion, a vote is taken, and then she needs to state whether it was adopted or not. If there needs to be a roll call vote, all names need to be in the minutes and how the members voted.
- 5) All minutes need to be either in a bound notebook or on the chapter website.
- 6) Old Business vs. Unfinished Business?"Unfinished" is the preferred term.
- 7) Voting? Someone asked if the President can vote. The answer is "Yes." She votes just as any other member EXCEPT an ex-officio member. (An ex-officio member is not counted in the quorum.)
- 8) Majority? What do our rules say about a majority? We need to be aware of this number, because if people leave a meeting, it could change our majority/quorum number.
- 9) Agenda - a draft should be sent out prior to the meeting and any additions,etc, can be made at this time. Then the agenda is adopted at the beginning of the meeting.
- 10) If for some reason there needs to be an email vote, it should then be approved at a meeting and recorded in the minutes as an electronic meeting.

\* It was also mentioned that Robert's Rules of Order are being revised.

Meeting was adjourned: 12:34PM