Delta Sigma Theta Sorority, Inc.

Tampa Alumnae Chapter

**Executive Board Meeting Minutes**

**Virtual Zoom Meeting**

**05/11/2020**

Present: 39 Attendees participated on the Virtual Zoom Call.

Soror Alicia Warren called the meeting to order at 6:02p.m. and Soror Chonta Haynes offered the Prayer and Meditation.

Soror Alicia Warren stated that the agenda would be adopted by consensus.

The April 2020 Executive Board Meeting Minutes were accepted with the following recommendation: Instead of referencing the roster provided by the Technology team to identify participants, please list the actual number of attendees so that readers will know if there was a quorum.

**Correspondence—Soror Sandra Cooke**

* No correspondence received
* Provided contact information for the “Good of the Order”

**President’s Message—Soror Alicia Warren**

* Dues: Late fees and Reinstatements Fees have been waived
* R**egional Conference**:
	+ There may be a Virtual Southern Region Conference. More information will be released soon.
* **New Officer Elections Activities have resumed:**
	+ May: Present Slate and Nominations from the Floor
	+ June: Candidate Presentations, Vote, and Installation of new officers
	+ Elections tool of choice is “Zoom Poll Census”

**Budget and Finance Report- Soror Tiffany Mitchell and Soror Lekia Wilson**

* Proposed Budget for 2020-2021 Sororal Year:

|  |  |  |
| --- | --- | --- |
| **Budget Category** | **Requested Funding**  | **Allocated Funding** |
| Total Administrative | $64,560.00 | $63,460.00 |
| Total Special committees | $27,028.49 | $26,028.49 |
| Total Standing Committees | $25,185.00 | $24,035.00 |
| Total 5 Point Programs | $46,670.00 | $41,806.41 |
| Total Other Chapter Programs | $40,284.25 | $40,284.25 |
| Total Other Projects | $ 34,342.29  | $ 34,342.29  |
| Total Administrative Account | $116,773.49 | $113,523.49 |
| Total Projects Account | $ 121,296.54  | $ 116,432.95  |
| Funds managed by DELTA Inc.: | $ 9,492.42  | $ 9,350.00  |
| Estimated amount of proposed budget |  $238,070.03  | $229,956.44 |
| Estimated amount of avail funds |  $248,499.45  |  $248,499.45  |

**Action Item**- the Budget and Finance Chair moved to accept the proposed budget for the 2020-2021 Sororal Year. **YES (34); NO (0) Motion Carried.**

**\*\*Soror Alicia Warren shared that as a result of COVID-19 Pandemic, it is recommended that the Chapter revisit the budget during the September/October timeframe.**

**Action Item-** Soror Tiffany Mitchell, Chair, made motion that the Chapter donate $100 towards the purchase of appreciation gifts for all outgoing regional officers as suggested by the Regional Office. This funding would come from budget line number 51000 “miscellaneous” that currently has $1,000. **YES (32) NO (0) Motion Carried.**

* **April 2020 Budget and Finance Committee Report**: Program Bank Balance: $109,298.42; Administrative Bank Balance: $148,839.18; Funds Managed by D.E.L.T.A. INC: $9,492.42
* **Financial Secretary Report April 2020**: Income for April: $0; Carryover Total from March: $16,535.36; Total Administrative: $197,906.83; Projects: $62, 087.61; Savings Interest: $2.77; Grand Total: $259,997.21

**First Vice President’s Report**: **Soror Brenda Webb Johnson**

* **Arts & Letters Committee**- The final Circle of Friends Book Club was held Friday, May 8, 2020 from 6:30 pm – 8:30pm. Several community members participated in the fun interactive conversation of “Becoming” by Michelle Obama.
* **Economic Development Committee**- The chapter is in collaboration with 100 Black Women on event entitled “Level Up for Entrepreneurs”. It is scheduled for Saturday, June 27th. This will be a Women’s Business Pitch Only. Soror Chonta Haynes requested clarification on whether or not DELTA Business Owners could apply and the response provided by the Chair was “YES”. There was concern expressed by Soror Chonta Haynes that including Delta Business Owners may give the perception that this event is to benefit ourselves and not our community-at-large.
* **Physical and Mental Health Committee-** A virtual presentation of the Expressions of Determination Strength and Triumph is being explored to continue the fight to reduce stigma for mental health and substance abuse using spoken word.
* **Scholarship Committee-** The annual scholarship program will be postponed until fall. Awards letters are being finalized and will be sent to recipients along with a gift. In collaboration with D.E.L.T.A., Inc., $36,070 in scholarships will be awarded. A PowerPoint presentation will be shared with the chapter highlighting recipients.
* **Social Action and Political Awareness: Committee**- Sorors were reminded to complete 2020 Census.

**Second Vice President’s Report – Soror Sabrina Griffith**

* The Sorority Calendar has been completed and is available on the website. Soror Griffith highlighted significant events that are scheduled throughout the course of the year. **Action Item:** Soror Griffith moved that the proposed calendar for the 2020-2021 sororal year be accepted. Soror Joanell Lawson seconded the motion. Y**ES (29) NO (0) Motion Carried.**
* **End of the Year Event:** A DeltaDiva Day Party is tentatively scheduled for Saturday, June 6th. This will be a virtual experience with a DJ. This event is being hosted in lieu of the picnic due to the COVID-19 Pandemic.
* **Red Pages:** Updates will be uploaded to the Member’s Only portal after today’s meeting. Sorors were reminded that we are not allowed to save the red pages to our personal devices.

**Audit Report:** Presented by Soror Sabrina Griffith: The Internal Audit Committee examined the chapter’s financial records for the period January 1 -March 31, 2020. The review included a validation of income/receipts, disbursements/expenditures, and members’ dues submitted. The review also included chapter meeting and executive board minutes for the third quarter. A summary of the third quarter is listed below.

1. **BANK BALANCES** – The bank balances represent the amount of cash available in the chapter’s three different bank accounts. Records reviewed included chapter financial reports, all bank account statements, cleared check images, validated bank deposit slips, and receipt logs.
* **FINDINGS:** The audit verified that all the bank balances are accurate and all accounts and their balances are disclosed and reconciled monthly.
* **RECOMMENDATIONS:** NONE
1. **RECEIPTS VERIFICATION –** The requirement is to review 50% of all deposits each quarter. The receipts represent the total funds collected for the reporting period including funds collected from dues, conferences, fundraising, etc. The objectives in this portion of the audit are to ensure that all funds collected are deposited within two (2) business days and that they are accurately recorded. There were 21 deposits made during this reporting period. The committee randomly sampled 11 of those deposits.
* **FINDINGS:** It was confirmed that all receipt amounts were accurately recorded and matched the bank statement deposits. All deposits were made in accordance with the sorority requirements of two (2) business days.
* **RECOMMENDATIONS:** NONE
1. **DISBURSEMENTS/EXPENDATURES VERIFICATION** – The disbursements (expenditures) represent the check and non-check (wire transfers, cashier’s checks) transactions which occurred during the audit period. The requirement is to review 25% of all disbursements each quarter. The objectives of this review are to ensure all disbursements are recorded timely, properly supported/approved, and accurately recorded. Validation included a review of bank statements, chapter financial reports, checkbook stubs, cancelled check images, chapter minutes, disbursement vouchers, and supporting documentations. There were 97 disbursements during this period. The committee reviewed 25% or 25 of the disbursements, including 10% of the non-check disbursements.
* **FINDINGS:** All of the disbursements included valid supportive documentation including vouchers with invoices. Disbursements were recorded in a timely manner. The separation of duties was observed. Documentation exists to support 10% of the non-check disbursements in the sample selected.
* **RECOMMENDATIONS:** NONE
1. **BUDGET**
* **FINDINGS:**

The chapter does have an approved budget. The budget is adhered to during the year. Revisions are properly approved and documented.

* **RECOMMENDATIONS:** NONE
1. **DUES VERIFICATION** – The objective of the dues verification is to validate that 100% of all members’ dues are submitted to National Headquarters within thirty (30) days of receipt, credited to the correct soror, and were recorded for the correct fiscal period. Validation included a review of: receipts log of dues collected during this audit period; copies of transmittals submitted to National Headquarters during this audit period; and evidence that transmittals were closed. The committee reviewed 100% of all dues collected during the audit period. Dues for 115 Sorors were examined.
* **FINDINGS:** All collected dues were sent to National Headquarters within the required

30-day time period.

* **RECOMMENDATIONS:** NONE
1. **MEMBERSHIP** **INTAKE** – Fees were collected from 35 candidates for membership. Grand Chapter intake fees and dues for 2020-2021 and 2021-2022 were transmitted to Grand Chapter in a timely manner.
2. **OVERALL AUDIT FINDINGS**

After review by the Chapter Internal Audit Committee, it has been determined that the chapter does have satisfactory financial internal controls and the review supports the existence and utilization of these controls.

1. **PROPOSED NEXT QUARTER AUDIT SCHEDULE:** Receive financial documents no later than July 15,2020. Audit performed shortly thereafter during July 2020.

Report back to chapter at the September 2020 chapter meeting

* Soror Gloria Riddick Williams gave high praises to the Budget and Finance Committee’s hard and dedicated work. The committee responsibly handled over $100,000 this year!! Soror Paulette Walker, Past National President, made motion to accept the audit report including all financial reports with **high commendations**. Soror Joanell Lawson seconded the motion. **YES (32) NO (0) Motion Carried.**

**Policies and Procedures Committee:** Soror Tayanna Richardson

* Thanked members for signing up to participate in tomorrow evening’s webinar. The committee is attempting to make the process as efficient as possible. There are two recommended changes: Change articles #20 and #22 both dealing with the use of PayPal in financial transactions. As chair, Soror Richardson moved to bundled proposed articles #20 and #22. **YES (28) NO (1) Motion Carried.**

**Nominating Committee: Soror Alicia Howell** shared power point withcandidates and positions that remain vacant. Soror Alicia Warren shared that there were several vacant positions that will need to be filled. The Nominating Committee reiterated the efforts made to fill vacant slots.Shared with members the 2020 Slated Candidates as reflected below:

|  |  |
| --- | --- |
| **Position** |  **Slated Candidate(s)** |
| President | Soror Karen Beard and SororTayanna Richardson |
| First Vice President | Soror Tina Fernandez |
| Second Vice President | Vacant |
| Third Vice President | Vacant |
| Recording Secretary | Soror Lorita Shirley |
| Assistant Recording Secretary | Vacant |
| Corresponding Secretary | Vacant |
| Assistant Corresponding Secretary | Soror Dioan Johnson |
| Treasurer | Vacant |
| Assistant Treasurer |  Vacant |
| Financial Secretary | Vacant |
| Assistant Financial Secretary | Soror Jacqueline Graham |
| Historian | Vacant |
| Chair, Nominating Committee | Soror Tekeisha Zimmerman |
| Co-Chair, Nominating Committee | Soror Jasmine White-Bynum |
| Member, Nominating Committee | Soror Sabrina Aiken; Soror Tonja Brickhouse; Soror Shenika Baisley-Woodley; Vacant; Vacant |
| Chair, Internal Audit Committee | Vacant |

 **Third Vice President’s Report – Soror Angela Brown**

* **Queen of Hearts:** The new date for event is November 7, 2020 from 6pm to 11pm. **Event is SOLD OUT.**
* **Fundraising Minute:** We Vote t-shirts and Chapter t-shirts will be postponed to Fall 2020
* **Coming Soon:** Club Delta June 7th.
* 2020-2021 Fundraising Planning Meeting scheduled for May 19, 2020.
* LOGO Contest: The purpose of contest is to design a new chapter logo. Shared some of the components that will need to be considered when selecting a new logo. Feedback was shared regarding the necessary components and a decision was made to follow up on input to make sure it meets requirements prior to sharing draft with chapter. Also, the logo will be reflected in different backgrounds- white, black, and red. No final decisions have been made regarding the logo as of date. Announced Winner of New Logo Contest: Soror Danielle Riley. Soror Riley received a $50 award.

**Good of the Order** – **Soror Sandra Cooke**

* No Good of the Order Announcements
* Final Newsletter Due Date is June 1st.

Soror Alicia Warren adjourned the meeting by consensus. Motion carried (Unanimous).

Meeting adjourned at 7:58 p.m.

Respectfully submitted,

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Alicia Warren, President Dawne Gullatt, Recording Secretary

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Lorita Shirley, Assistant Recording Secretary