



AUSTIN ALUMNAE CHAPTER
MINUTES OF THE Virtual EXECUTIVE BOARD MEETING
Apr 20, 2021

President Lisa R. Newman called the virtual Austin Alumnae Executive Board meeting to order at 6:03 p.m. on Tuesday, Apr 20, 2021. A quorum was present, via Zoom, for the transaction of business. The agenda as distributed was approved. The motion was properly made, seconded, and adopted without opposition.

Meditation / Reflection – Soror Cedel Evans, Chaplain

Soror Evans offered words of inspiration. In summary, the message to the chapter was Justice rolls on like a river. Righteousness always prevails. No matter who you are that does not translate into that you are better than another.

Minutes – Soror Janet Marshall, Recording Secretary

There were no edits to the Mar E-board meeting minutes.

Correspondence – Soror Pam Dacus, Corresponding Secretary

- Thank you note from Soror Doloris Sinnett for support and recognition at the National level.

Announced that the news reported that Chauvin was found guilty on all three counts in the death of George Floyd.

Emergency Response

- Due to the COVID- 19 pandemic, the meetings are virtual and therefore the standard information regarding meeting space emergency exits is not issued.

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Chapter Reports

Officers

President – Soror Lisa R. Newman

Summary from the desk of the Chapter President

Highlights for the month

DID requests

- The trainers have confirmed the following date: May 22, 2021.
 - Team Building 9:00 a.m.
 - Sisterhood 12:00 p.m.
 - We need a quorum of about 64 members to attend.



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Officer Transition time

- Outgoing officers have the responsibility to close out the current sorority year.
- See page 17 in the chapter management handbook.
- The corporate compliance checklist is included. We will follow that checklist to completion.

Soror Newman provided a written report.

First Vice President – Soror Carla Grace Roberson

- April Sunday Fellowship
- May 23, 2021, we finish out with the end of year celebration from 3:00 to 4:30 p.m.
 - Wear all red with fascinators and gloves!
 - We will attempt to create a chapter photo!
 - Will be thanking committee chairs and preparing a collage from the social media photo.
- The bling badges have been ordered.
- Thanks to President Newman for handling the plagues arriving at her door. There have been 75 that she ensured were delivered to members.

Second Vice President – Soror Donna Jackson

- Presented a draft of the upcoming 2021-2022 program planning calendar.
- Soror President asked that a placeholder be added for DIDs

Financial Secretary – Soror Jacqueline Habersham

For details regarding collections, please see Financial or Recording Secretary.

- 320 members on the roster for FY 20-21
- 258 members on the roster for FY 21-22
- FY 20-21 dues are as follows
 - Δ Life – \$195
 - Δ Regular – \$385

Soror Habersham provided a written report.



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Treasurer/Budget and Finance – *Soror Renee Jones*

For detailed information of the Treasurer's Report, please see Treasurer or Recording Secretary.

Budget highlights:

- Red and White Day was closed out. Any remaining funds will be donated to the Legal Defense Fund.
- Reminder to please deposit checks so that the financial statements can be cleared.
- Some checks are because there are credits from the national conference. Please check your mail for those items and deposit those checks.
- Reminder that the budget is developed on the estimate of membership dues and any carry over balance from the prior year.
- The chapter wanted at least 30% of program budget going to programming.
- Draft budget provided. Budget will be voted upon at the May chapter meeting.
- From the initial draft, the budget for meeting facility space has been increased.
- The American Heart Association item has been increased to \$1,000; so contingency goes down \$1,000.

RECOMMENDATION: Adopt proposed 2021-2022 budget as amended. The motion was properly made, voted upon, and passed with a vote of 21-0.

Committee Reports

Five Point Thrust

Standing Committees



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Policies and Procedures – Soror Freda Mills

- All thirteen (13) amendments voted upon were passed.
- One must go back on a vote due to a strike through error when initially presented for vote.
 - Item will be re-voted upon at the May chapter meeting.

Ad hoc/Special Committees

Meeting Facility Space – Soror Kecia Rowan

- Members: Sorors Kecia Rowan, Priscilla Chandler Robinson, Pam Dacus
- Factors: Adequate space, parking, and cost
- Looked at schools that were centrally located. Public library space was even considered.
- Some areas are not even considering rental commitments due to the pandemic state.
- Bertha Means Sadler Young Women's Leadership Academy is top of the list (formerly Pearce Middle School). Soror Deshawn Robie is in her first year as principal.
- \$200 an hour, but we get a 50% discount with AISD, so that's \$100 an hour. Plus \$35 an hour for custodial care.
- Back up options are included in case the primary is unavailable on a certain day.
- Currently, this information is presented for reporting purposes only.

New Business

Announcements

- Upcoming Economic Development Red Bag
- Relay for Life
- Fortitude Formula
- Membership Services will be reaching out to members for participation in the end of year celebration.
- Soror Overton thanked the current administration and the technology team for work during the pandemic and having to do everything virtually!



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Adjournment

It was moved that the meeting be adjourned at 7:06 PM. The motion was properly seconded. The motion was approved with no opposition.

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Apr 20, 2021

Summary of Actions

Committee	Recommendation	Moved	Seconded	Count	Results
AAC Body	Motion to adopt the Apr agenda	Soror Carla Roberson	Soror Sekoya Waddy	19-0	Passed
Budget & Finance	Adopt the 2021-2022 Budget as amended	Soror Renee Jones on behalf of the committee	N/A	21-0	Passed

Soror Janet Marshall, Recording Secretary

Soror Lisa R. Newman, President

Delta Sigma Theta Sorority, Inc.
Austin Alumnae Chapter
April Executive Board Meeting Agenda
April 20, 2021

Call to Order

Adoption of the Agenda

Meditation/Reflection

Approval of Minutes

Correspondence

Soror Cedel Evans

Soror Janet Marshall

Soror Pamela Dacus

Chapter Reports

Officers

President

First Vice President

Second Vice President

Financial Secretary

Treasurer/Budget and Finance

Soror Lisa R. Newman

Soror Carla Roberson

Soror Donna Jackson

Soror Jacqueline Habersham

Soror Renee A. Jones

Committee Reports

Five Point Thrust

Standing Committees

Policies and Procedures

Soror Freda Mills

Special Committees

Chapter Meeting Location (21-22)

Soror Kecia Rowan

Unfinished Business

New Business

Adjournment

UPCOMING MEETINGS

Chapter Meeting

May 1, 2021 10:00AM

Zoom – Virtual

Year End Expense Close Out

May 18, 2021 6:00PM

TBD

Committee Recommendations

ANNOUNCEMENTS

Delta Red Carpet Event/Arts and Letters Movie Night: One Night in Miami, Movie Nights: April 17 -23, 2021; Movie Review: April 24, 2021, Time TBD

32nd Delta Days in the Nation's Capital: Registration is now open! **Collegiate Forum:** April 23, 2021; **DDNC Opening ceremony and weekend events:** April 23 -25, 2021

Relay for Life of East Austin: April 24, 2021, 7:00pm

Austin Alumnae Book Club: May 15, 2021, 1:00pm

Austin Alumnae Annual Delta Internal Development Training: May 22, 2021, 9:00am and 12noon

Austin Alumnae Chapter Photo and End of the Biennial Chapter Celebration: May 23, 2021, Time: 2:00pm

Economic Development, AARP Fraud Awareness Workshop: May 26, 2021, 7:00pm

Austin African American Book Festival: June 2021, TBD

Save the Date: Southwest Empowerment Week: June 1 – 6, 2021



Delta Sigma Theta Sorority, Inc.
Austin Alumnae Chapter

Chapter President's Report

April 20, 2021

Summary from the desk of the Chapter President

Chapter Updates:

DID Requests:

Our DID request is coming together. Please use the "Save the Date" for DID training so we can get an approximate number of people attending. We do need a quorum for DID training – with 321 on the roster, we need a minimum of 64 people to attend. We would like to target our 25% of 80 members if possible. We may need to send a new link for registration but wanted to have a calendar invite to hold the date and time.

- Team Building – 9:00am
- Sisterhood - 12:00noon

Transition:

We will begin to prepare for the transitions of officers, positions, and committee chairs. Transition is required, and transition meetings are forth coming. All current "outgoing" officers positions, and committee chairs have the sole responsibility for closing out all requirements for compliance for the current sorority year 2020-2021. For more information on transition, transition checklist, and responsibilities of outgoing and incoming officers please check page 17 of the Chapter Management Handbook (2018).



Chapter President's Report

April 20, 2021

Corporate Compliance Checklist

Description	Due Date
Annual Dues -- Local and National	January 1 -- March 31
Per Capita Improvements Fund Fee (\$10 -- due same time as Local and National dues)	January 1 -- March 31
National Corporate Fees (Alumnae \$50 -- Collegiate \$25 each)	March 31
Regional Corporate Fees (Alumnae \$50 -- Collegiate \$25 each)	March 31
Annual Chapter Liability Insurance	March 31
Annual Chapter Bonding Insurance	March 31
Chapter Demographics Reporting Form	June 30
Annual Report of Chapter Officers Form (AROCO -- 2 Parts)	June 30
Transition Checklist Summary	June 30
Advisors Certification Form (The RD MUST approve ALL collegiate advisors)	June 30
Projected Chapter Programs for the Ensuing Year (Chapter Calendar)	June 30
Chapter Rules of Order Form (REVISED)	June 30
Chapter Policies and Procedures	June 30
Chapter History Template	June 30
Risk Management Report	June 30
Annual Financial Report and Federal Income Tax Group Return Authorization	August 31
Internal Audit Report Form (IAR-1)(Annual Audit Form)	August 31
Acceptance of Fiduciary Responsibility Forms President/Treasurer/Financial Secretary/Internal Audit Chair and Assistant Treasurer/Assistant Financial Secretary, if applicable	August 31
External Audit/Review of Financial Statements (if applicable)	August 31
National 501(c)(3) Annual Registration Statement (if applicable)	August 31
Collegiate Chapters Annual Review Acknowledgement Form (NEW)	September 15
Collegiate Chapters GPA Compliance Report Form (REVISED)	Quarter/Semester
Special Dispensation Form (Collegiate <7 or Alumnae <12)	As Needed

Regional Director's Monthly Call is scheduled for April 27, 2021

Trainings and Events attended on behalf of Austin Alumnae:

☹ No national or regional meetings held since April 10, 2021

Signature of soror making the committee report: _____

Date of report: April 20, 2021

**Austin Alumnae Chapter
Delta Sigma Theta Sorority, Inc.
July 1, 2021 - June 30, 2022 Budget**

	2021/2022 Budget	YTD Expenditures	Budget Adjustments	YTD Budget As Adjusted
Operating Income				
Local Dues (255 * \$185/each)	47,175.00			47,175.00
2021-22 Local Dues - Spring 2020 (37 x \$185)	6,845.00			6,845.00
2020-21 Carry Forward (unused budget items)	20,000.00			20,000.00
				0.00
				0.00
Total Operating Income	74,020.00	0.00	0.00	74,020.00

National Fees				
National Corporate Fee	50.00			50.00
Regional Corporate Fee	50.00			50.00
Bonding Insurance	60.00			60.00
Liability Insurance	750.00			750.00
Total National Fees	910.00	0.00	0.00	910.00

1%

Program Expenses				
Arts & Letters/Black Heritage	2,500.00			2,500.00
Economic Development	1,000.00			1,000.00
Educational Development	12,800.00	0.00	0.00	12,800.00
EMBODI	2,000.00			2,000.00
Academy	4,000.00			4,000.00
GEMS	1,500.00			1,500.00
GEMS (College trip)	5,000.00			5,000.00
General Ed Dev	300.00			300.00
International Awareness & Involvement	1,000.00			1,000.00
Physical & Mental Health	2,635.00			2,635.00
Social Action	2,000.00			2,000.00
Ways & Means	1,500.00			1,500.00
Emergency Response Team	1,000.00			1,000.00
DST National/Regional disaster relief	500.00			500.00
Charitable Partners	6,000.00			6,000.00
St. Jude Children's Hospital Walk Run	1,000.00			
Sisters Network	1,000.00			
Marc Thomas Sickle Cell Foundation Toy Drive Fundraiser	1,000.00			
March of Dimes	1,000.00			
American Cancer Society (Relay for Life)	1,000.00			
American Heart Association	1,000.00			
Total Program Expenses	30,935.00	0.00	0.00	30,935.00

42%

Operating Expenses				
Bank Fees	50.00			50.00
Certified Public Accountant (2021-22 Audit)	3,000.00			3,000.00
Local dues transfer 2021-2022	0.00			0.00
Meeting location facility fees	5,080.00			5,080.00
Office Supplies, Postage, Printing/Reproduction	1,000.00			1,000.00
P.O. Box	92.00			92.00
Properties	400.00			400.00
QuickBooks	850.00			850.00
Records Retention	150.00			150.00
Risk Management	775.00			775.00
Total Operating Expenses	11,397.00	0.00	0.00	11,397.00

15%

**Austin Alumnae Chapter
Delta Sigma Theta Sorority, Inc.
July 1, 2021 - June 30, 2022 Budget**

	2021/2022 Budget	YTD Expenditures	Budget Adjustments	YTD Budget As Adjusted	
Chapter Expenses					
Chapter Photo	250.00			250.00	
DID Workshop	1,000.00			1,000.00	
Founders Day	2,200.00			2,200.00	
Local Courtesies	500.00			500.00	
Membership Services	5,500.00	0.00	0.00	5,500.00	
Reclamation	100.00			0.00	
Chapter Retreat	1,500.00			0.00	
Caring/Sharing (White Christmas)	200.00			0.00	
Jingle and Mingle Fellowship	300.00				
Collegiate Transition Activity (formerly CTT)	200.00			0.00	
Sisterhood Month Activities (DEARS/DOLLS/DIVAS)	1,000.00			0.00	
AA LEAD Academy	500.00			0.00	
New Member Orientation	200.00			0.00	
End of Year Fellowship Activity	1,000.00				
Other	500.00			0.00	
Technology	1,675.00	0.00	0.00	1,675.00	
Website hosting	500.00				
Zoom	875.00				
Survey Monkey	300.00				
Nominating Committee	150.00			150.00	
Pan Hellenic Dues/Contribution	125.00			125.00	
Program, Planning & Development (PP&D)	150.00			150.00	
Step Team	150.00			150.00	
Conferences / Conventions					
National Convention 2021	2,500.00			2,500.00	
Delta Days @ the National Capital	1,000.00			1,000.00	
State Summit 2022	1,000.00			1,000.00	
Total Chapter Expenses	16,200.00	0.00	0.00	16,200.00	22%
Contributions					
Austin Delta Foundation - Donation	8,500.00			8,500.00	
Austin Delta Foundation - Scholarship	1,000.00			1,000.00	
AISD	150.00			150.00	
DST Collegiate Chapters	300.00			300.00	
Greek Letter Organizations	300.00			300.00	
Links Inc.	150.00			150.00	
Excellence and Advancement Foundation	150.00			150.00	
CP: NCNW (local affiliate dues)	60.00			60.00	
ELEMENTARY SCHOOL (CHÉRETTE, HAITI)	300.00			300.00	
Regional/National Conf - Chapter Donation	150.00			150.00	
Regional/National Conference Ad	600.00			600.00	
UNCF	100.00			100.00	
University of TX FLI Program	300.00			300.00	
Central Texas Food Bank	500.00			500.00	
Total Contributions	12,560.00	0.00	0.00	12,560.00	17%
Miscellaneous					
Contingency Fund	2,018.00			2,018.00	
2020 - 2021 uncleared checks				0.00	
Total Miscellaneous	2,018.00	0.00	0.00	2,018.00	3%
Total Expenses	74,020.00	0.00	0.00	74,020.00	100%
Total Income - Total Expenses (YTD exp - YTD budget adj)				\$0.00	

**Delta Sigma Theta Sorority, Inc.
Austin Alumnae Chapter
Officer's Reporting Form
April 2021 Executive Board Meeting**

Office: Financial Secretary
Date: 4/20/2021

Total Collections for April 2021

National Dues	\$	4,110.00
Local Dues	\$	5,183.14
Fortitude Formula	\$	550.00
Payment to AAC	\$	197.14
	\$	10,040.28

320 Members on the roster for FY20/21

258 Members on the roster for FY21/22

Submitted by,

Jacqueline Habersham

Jacqueline Habersham
Financial Secretary