



AUSTIN ALUMNAE CHAPTER  
MINUTES OF THE CHAPTER MEETING  
May 1, 2021

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Following the ritualistic opening, President Lisa R. Newman called the **virtual** Austin Alumnae chapter meeting to order at 10:20 AM on May 1, 2021. A quorum was present for the transaction of business as presented in the agenda, with the exception that Internal Audit will not present this meeting. The motion was made, seconded, and adopted with no opposition. (See Exhibit 1).

Welcome New and Visiting Sorors.

There were several visiting sorors for the May virtual chapter meeting: Sorors Jennifer Nix, Johnna McClendon, Brittany Boudreaux, Michelle Jester, Kaycion Reed, Leeza McArthur, Akia Matthews, Camara Burleson, Autumn Godsey, Arianna Bivins, and Kiska Jones.

Minutes – Soror Janet Scroggins Marshall, Recording Secretary

The minutes of the Apr 2021 chapter meeting were approved as distributed.

Correspondence – Soror Pam Dacus, Corresponding Secretary

- Thank you note(s) was (were) read:
  - From National Treasurer Delores Sennette for AAC continued support
  - From Soror Alta Alexander for AAC participation in her family member's Omega Omega ceremony
  - From Soror Lillie Stevens for AAC bereavement during the loss of her sister.
  - From Soror Joan Roberts Scott for AAC support as her health recovers.

Emergency Response

- \*Due to the COVID-19 pandemic, the chapter meetings are virtual; therefore, the standard message informing of the emergency exits was NOT delivered\*

Chapter Reports

Officers

President – Soror Lisa R. Newman

Delta Internal Development (DID)

- Scheduled for May 22, 2021
- A quorum is needed to meet our annual training compliance objective
- Most likely AAC will be paired with another chapter
- Please register as soon as possible



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**Second Vice President** – Soror Donna Jackson

- Recording Secretary Note: The 2<sup>nd</sup> vice president presented out of agenda order (after the Treasurer) due to a technical difficulty delay.
- The Program Calendar for 2021-2022 was presented and is on the website.
- It was noted that there are calendar placeholders in Oct for DID training. A quorum is required,
- There is another placeholder in Sep for Risk Management training which is also required training.

**RECOMMENDATION:** The recommended was made for adoption of the 2021-2022 program calendar. The motion was made, seconded, and passed with a vote of 117-3.

**Financial Secretary** – Soror Jacqueline Habersham

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

- 320 members for FY 20-21
- 258 members for FY 21-22
- Dues are as follows:  
Golden/Diamond Life - \$195  
Regular - \$385
- There are two ways to pay:
- PayPal. The PayPal fees will be passed on to the payor. No need to have an individual PayPal account.
- Mail. Austin Alumnae Chapter; Delta Sigma Theta Sorority, Inc; PO Box 301273; Austin Texas 78703
- Using either method, always include your member id and your name during your time of initiation.

Soror Habersham presented a written report. (See Exhibit 3).



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---

**Physical and Mental Health** – Sorors Melody Southall/Nancy Knight Brown

- Relay for Life. AAC has exceeded its goal of \$2,000. We are at \$4,442.19!
- The top individual is Soror Dewi Smith who is responsible for collecting \$2,000 alone!
  
- The second outreach for wellness bags is being finalized. This round will have fewer bags with larger denominations.
  - 25 bags going to Safe Place including \$60 gift cards.
  - 35 bags going to Jeremiah Project including \$30 gift cards.
  - Gift cards are from Walmart
  - Bags will be distributed the week before Mother's Day.
  
- The 30-day Fitness challenge. The registration link is available. Calling all Dolls, Divas, and Dears.
  - Challenges include ones related to hydration and nutrition.

**Membership Moment**

The AAC body was presented with the continuation of the Delta News Reel. For the May meeting, we are continuing with featuring the 2000s. The news reel included notable Delta chapter events such as:

- 2011 – Hosted the Regional Conference
- 2000s - Initiated Childhood Literacy Program
- 2013 – Hosted a local centennial anniversary celebration honoring local leaders in the categories of the 5-point programmatic thrust
- 2000s – Chapter instituted the “Day of Service” activities to coincide with the Founders Day Celebration.
- 2000s – Hosted the Texas/New Mexico State Summit (700 Sorors Attended)
- 2000s – Hosted an HBCU-focused college tour opportunity for area high school girls.
- 2000s – Received Regional Award for Annual Health Fair Programs
- 2000s – Received the National President’s Award for Social Action Activities “Power In Our Voice”
  
- Continuing with Sorors Initiated in the 2000s: 2010 thru 2020
  - Soror Lillian Turner
  - Soror Sylvia Reyes
  - Soror Kendra Bircher
  - Soror Demitra Alexander
  - Soror Anita Daniels
  - Soror Sherrie Edwards
  - Soror Raissa Ferron
  - Soror Alnita Foote



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---

- Soror Autumn Caviness
- Soror Tashia Coleman
- Soror La’Kisha Crenshaw
- Soror Antonia Crenshaw
- Soror Royale Greene
- Soror Anntoinette Gunter
- Soror Brittany Hamilton
- Soror Ashley Hamlet
- Soror Desyrae Harrell-Gregg
- Soror Thedencia Horne
- Soror Laronnica Humphrey
- Soror Dominique James-Kilgore
- Soror Darralyn Johnson
- Soror Veronica Johnson
- Soror Erica Knox
- Soror Rickeal Lee
- Soror Jailynn McCowan
- Soror Timesha Moton-Tibbs
- Soror Jamiscia Nunn
- Soror KeShana Odom
- Soror Latash Robinson
- Soror Crystal Robinson
- Soror Latasha Simmons
- Soror Akeshia Johnson Smothers
- Soror Bre-Ana Stafford
- Soror Brionne R Steward
- Soror Bria Steward
- Soror Elisa Washington
- Soror Ollie White
- Soror Chrystina Wyatt
- Soror Jania Zenon
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**Standing Committees**



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- Gift presentation to outgoing Austin Alumnae Chapter President Lisa R. Newman.
  - RECOMMENDATION: Bestow to Lisa R Newman the honor of Distinction of High Commendation. The motion was made, properly seconded, voted upon and passed with a vote of 122-2.

**Installation of Officers**

- The ritualistic ceremony was conducted for the outgoing officers.
- The following officers were elected or re-elected at the April 2021 Chapter Meeting for 2021-2022:
  - Sergeant at Arms - **Kendra Wesson**
  - Member, Nominating Committee – **Delpha Jester, Freda Mills, Kelly Noble, and Sekoya Waddy**
  - Chair, Nominating Committee – **Tamela Saldana**
  - Corresponding Secretary – **Tiffany Holmes White**
  - Recording Secretary – **Janet Marshall**
  - Journalist - **Tanisa Jeffers Bernard**
  - Risk Management Coordinator – **Dewi Smith**
  - Chair, Internal Audit – **Julie Cartwright**
  - Financial Secretary – **Anita Daniels**
  - Assistant Financial Secretary – **Tennille Thomas**
  - Treasurer – **Demitra Alexander**
  - Assistant Treasurer- **Deborah Shaw-Boatner**
  - Second Vice-President – **Kacey Hanson**
  - First Vice President – **Jacqueline Habersham**
  - **President – Robin Blackmon**

**Adjournment**

A motion was made for the meeting to adjourn at 12:22 PM. The motion was properly seconded. The motion was approved with no opposition.

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**Delta Sigma Theta Sorority, Inc.**  
**Austin Alumnae Virtual Chapter Meeting**  
**May 1, 2021**

Ritualistic Opening  
Call to Order

Adoption of the Agenda  
Introduction and Welcome of Visiting Sorors

**Order of Business**

Minutes of March Meeting  
Communications

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 Grace Roberson  
Soror Donna Jackson  
Soror Jaqueline Habersham  
Soror Renee A. Jones

**Five-Point Thrust Committees**

Physical and Mental Health

Soror Melody Southall/Nancy  
Brown

**Membership Moment**

**Standing Committees**

Internal Audit  
Policies and Procedures

Soror Kimily Johnson  
Soror Freda Mills

**Social Action Moment**

**Special Committees**

Chapter Meeting Locations

Soror Kecia Rowan

**New Business**

**Installation of Chapter Officers**

**Motion for Adjournment**

**UPCOMING MEETINGS**

Financial Expense Processing	May 18, 2021	6:00PM	ADF House
Chapter Executive Board	August 17, 2021	6:00PM	TBD
Chapter Retreat	August 21, 2021	9:00AM	TBD
Chapter Meeting	September 11, 2021	10:00AM	TBD

## **Committee Recommendations supported by Executive Board:**

### Budget and Finance Committee:

The Budget and Finance Committee recommends the adoption of the 2021-2022 budget.

### **Recommendations:**

### Program Planning and Development:

Our 2<sup>nd</sup> Vice President recommends the adoption of the 2021-2022 program calendar.

## **ANNOUNCEMENTS**

**Fortitude Formula:** February – May 2021, Ways and Means will be kick off Fortitude Formula again! Please be on the lookout for upcoming information.

**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: 3:00pm

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

**Austin African American Book Festival:** June 26, 2021

**Save the Date: Southwest Empowerment Week:** June 4 – 6, 2021



Delta Sigma Theta Sorority, Inc.  
Austin Alumnae Chapter

## *Chapter President's Report*

May 1, 2021

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### **Trainings and Events attended on behalf of Austin Alumnae:**

- National Constitution and ByLaws Meeting - April 28, 2021

**Signature of soror making the committee report:** \_\_\_\_\_

**Date of report:** May 1, 2021





## Chapter President's Report

May 1, 2021

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### Reports:

- Reports were given by Program Planning and Development, DID Coordinators, Collegiate Connection, MIT Coordinator, Risk Management Coordinator, ERT Coordinator, and Protocol and Transitions.

### Other Updates:

- Southwest Region Empowerment Weekend: June 4 -6, 2021; registration has been released. Cost is \$15

### **National Constitution and By Laws, April 28, 2021**

### Summary of Discussion:

This additional meeting was called as there were so many questions that came from the body after the first meeting. Some key highlights of the discussion are:

- Not all amendments being proposed are associated with the DC Non-Profit Corporation Act.
- Nothing in the amendments will change any information regarding our founding or incorporation. All our historical information will remain the same.
- As to organizational structure, some items will change based on the new Act.
- Elected Officers will still be elected. Some position names may be updated but elections will still occur.
- Composition of the Board of Directors - There is an option to change with BOD structure.
- Changing the Title of President and CEO to President and Chairman of the Board
- The CEO position will most likely be a position that works within the organization and reports to the Board.
- The entire Board of Directors (all elected positions) will need to approve all appointments made by the President.
- Regional officers (Directors and Representatives) will be able to vote on appointments.
- We will have a legacy policy listed in our new Membership Intake Process documentation.
- There will not be a change to our delegate voting model. Chapters will still elect officers and voting delegates to represent them at Grand Chapter.
- The new Act will not impact any of our practices or programming.
- The new Act has some recommended best practices. Best practices will also come from many of our members that serve on boards and commissions.
- This may be an opportunity to include more detail around committee structures and more details on position descriptions, etc.



# Chapter President's Report

May 1, 2021

## Corporate Compliance Checklist

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

### Regional Director's Monthly Call was held on April 27, 2021

Soror Brown and Cornish opened with greetings. We had a powerful prayer from the LA State Chaplain. Remarks were given by Scholarship and Standards and Finance on upcoming compliance items.

#### State Coordinators and State Facilitators:

- Greetings were brought from most State Coordinators; many of the Facilitators were out with testing or Spring Break. County Coordinator for Jamaica brought greetings.



## Chapter President's Report

May 1, 2021

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### Summary from the desk of the Chapter President

#### Chapter Updates:

##### Upcoming DIDs:

Delta Internal Development (DID) training is scheduled for May 22, 2021. We will need a quorum to meet our annual training compliance objective. We will most likely be paired with another chapter for training. Please register so that we can get an estimated count of members attending.

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

##### Transition:

We will begin transitions for officers, positions, and committee chairs. Transition is required, and transition meetings. Current outgoing officers and positions, please move forward to contact your incoming officer or position to setup a meeting time for transition. Please book a time for both electronic records transfer and physical records transfer. If you need to book the ADF in order to conduct transitioning, please send an email to [adfhouse reservations@gmail.com](mailto:adfhouse reservations@gmail.com). Once meeting times are booked, please send notification of meeting to myself and the Recording Secretary so we can make note of your date of transition.

##### Selection of Appointed Positions:

All current appointed positions, Standing, Special, and Ad-hoc Committee Chairs, term of office will end as of June 30, 2021. Any compliance or end of year work required of those committees are the function of the current committee chairs. Our Incoming President will make her appointments for the next biennium. As appointments are made and new chairs notified, please plan to schedule your transition meetings upon notification.

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

Office: Financial Secretary  
Date: 5/1/2021

**Total Collections for April 2021**

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

**320** Members on the roster for FY20/21

**258** Members on the roster for FY21/22

Submitted by,

*Jacqueline Habersham*

Jacqueline Habersham  
Financial Secretary

**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
<b>Operating Income</b>				
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
<b>Total Operating Income</b>	<b>74,020.00</b>	<b>0.00</b>	<b>0.00</b>	<b>74,020.00</b>

<b>National Fees</b>				
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
<b>Total National Fees</b>	<b>910.00</b>	<b>0.00</b>	<b>0.00</b>	<b>910.00</b>

1%

<b>Program Expenses</b>				
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			1,000.00
Sisters Network	1,000.00			1,000.00
Marc Thomas Sickle Cell Foundation Toy Drive Fundraise	1,000.00			1,000.00
March of Dimes	1,000.00			1,000.00
American Cancer Society (Relay for Life)	1,000.00			1,000.00
American Heart Association	1,000.00			1,000.00
<b>Total Program Expenses</b>	<b>30,935.00</b>	<b>0.00</b>	<b>0.00</b>	<b>30,935.00</b>

42%

<b>Operating Expenses</b>				
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
<b>Total Operating Expenses</b>	<b>11,397.00</b>	<b>0.00</b>	<b>0.00</b>	<b>11,397.00</b>

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	
<b>Chapter Expenses</b>					
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/DIV/	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	
<b>Conferences / Conventions</b>					
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	
<b>Total Chapter Expenses</b>	<b>16,200.00</b>	<b>0.00</b>	<b>0.00</b>	<b>16,200.00</b>	22%
<b>Contributions</b>					
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	
<b>Total Contributions</b>	<b>12,560.00</b>	<b>0.00</b>	<b>0.00</b>	<b>12,560.00</b>	17%
<b>Miscellaneous</b>					
Contingency Fund	2,018.00			2,018.00	
2020 - 2021 uncleared checks				0.00	
<b>Total Miscellaneous</b>	<b>2,018.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,018.00</b>	3%
<b>Total Expenses</b>	<b>74,020.00</b>	<b>0.00</b>	<b>0.00</b>	<b>74,020.00</b>	100%
<b>Total Income - Total Expenses (YTD exp - YTD budget adj)</b>				<b>\$0.00</b>	