



AUSTIN ALUMNAE CHAPTER
MINUTES OF THE CHAPTER MEETING
Sep 11, 2021

Following the ritualistic opening, President Robin T. Blackmon called the **virtual** Austin Alumnae chapter meeting to order at 10:17 AM on Sep 11, 2021. A quorum was present for the transaction of business as presented in the agenda, with the following exception. The treasurer will present ahead of agenda order, due to a scheduling conflict. The motion was made, seconded, and adopted with no opposition. (See Exhibit 1).

Welcome New and Visiting Sorors.

There were many visiting sorors for the Sep virtual chapter meeting including several with kind words for the new chapter president.: Sorors Brianna McBride, Monica White, Jada Davis, Renatta White, Robin Still, Alyssa Patterson, Kourtney Hudson, Antoinette Parks, Vickie Pugh, Latoya James.

Minutes – Soror Janet Scroggins Marshall, Recording Secretary

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

Correspondence – Soror Tiffany Holmes White, Corresponding Secretary

- Informational notice from Lloyd Doggett regarding eligibility of the Tax Credit.
- Thank you note from Inside Books for AAC's \$100 donation
- Thank you note from Soror Eula Woodbury for gift card.
- Thank you note from Soror President Blackmon for AAC support during bereavement of her father.

Emergency Response – Soror Suzanne Piper

- *Due to the COVID-19 pandemic, the chapter meetings are virtual; therefore, the standard message informing of the emergency exits was NOT delivered*
- Instead of the traditional chapter meeting egress notice, the following important message was offered:
 - Remember the impact of the 9/11. Today is the 20th anniversary of that tragic event.
 - Reminder to be safe even in a virtual setting
 - Know the signs of distress
 - Be prepared to act

Chapter Reports

Officers

President – Soror Robin T. Blackmon

- The Austin Alumnae Chapter has met compliance. The full compliance letter will be posted on the website. Soror Blackmon thanked all who made the transition of officers successful.
- The AAC Executive Board retreat held this summer helped to prepare for the sororal year.



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- A committee chair is still needed for Ways and Means
- A formerly vacant committee chair has now been filled by Soror Autumn Caviness as Chapter Journalist. Her skills are showcased in the latest edition of the Odyssey.
- New Ad Hoc Committees:
 - Information & Communications will be led by Soror Tiffany White, Corresponding Secretary and Soror Autumn Caviness, Journalist. This committee aligns with the National Committee structure and is tasked with developing a communications plan.
 - Heritage and Archives Committee will be led by Soror Nancy Thompson, Historian. This committee aligns with the National Committee structure and is tasked with preserving the chapter's records and history.
 - Site Location Committee will be led by Soror Kecia Rowan and is tasked with working to find meeting locations where the chapter can safely meet in accordance with COVID 19 protocols.
 - Health and Safety Committee led by Soror Suzanne Piper, Co-Chair of the Emergency Response Team, is tasked with developing the required in-meeting safety protocols.
- In-Person meetings require approval from the Regional Director/State Coordinator. These meetings must incorporate COVID-19 safety guidelines.
- Thanks for participating in the survey. The data and information is being reviewed and analyzed and will be used to guide leadership towards meeting members needs, serving the community, and effectively using the resources.
- Regional Director's call was held on Jul 27, 2021 at 8:00 p.m.
 - Many highlights will be presented in the following agenda reports, but one key highlight immediately below:
 - Grow with Google is a new National Initiative for which chapters are being requested to implement. Austin Alumnae has members on the campaign: Sorors Melinda Murphy, Lisa Newman, Ayisha Toy, Sekoya Waddy.

Financial Secretary – Soror Anita Daniels

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

General Reminder: Please update your name, address, contact information in the National membership portal.

- 340 members for FY 21-22
- FY 21-22 dues are as follows:
Golden/Diamond Life - \$195
Regular - \$385
- There are two ways to pay: (1) PayPal. The PayPal fees will be passed on to the payor. (2) Mail. Austin Alumnae Chapter; Delta Sigma Theta Sorority, Inc; PO Box 301273; Austin Texas 78703



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Treasurer/Budget and Finance – Soror Demitra Alexander

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

Budget highlights/Treasurer Comments

- General Note: Please visit the website to view the treasurer reports.

Protocol Moment

- The Protocol and Traditions (PT) committee members were portrayed on the screen with one mystery soror, without her name identified, for the body to guess:
 - Soror Cedel Evans, Chair
 - Soror Sandra McCreary-Marshall, Co-Chair
 - Sorors Cathy Ellison, Dr. Gloria Williams, Toni Williams-Davis, Anita Daniels, Lorie Ellis, Darralyn Johnson, Tennille Thomas, Sekoya Waddy, Celeste Williams
 - Soror Brenda Hanson was the featured mystery member of the committee.
- The committee presented visual instruction of how to find and purchase the 2021 Edition of the Protocol & Traditions Manual from the National Website.
- Dstatx,pt@gmail.com

Committee Reports

Five Point Thrust Committees

Educational Development – Sorors Tiffany Lewis

- The committee is reaching out to all educators and school administrators
- Asking members to help get the word out about programming
- Programming will get staffed after completion of risk management training in October
- EMBODI will be a 1-day event this year.
- dstatxeddev@gmail.com
- It's recruitment time for Delta Academy and GEMS
 - Delta Academy is for middle school girls ages 11-14
 - GEMS is for high school girls ages 14-18



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Social Action – Soror Veronica Johnson

- Educate! Advocate! Influence! Activate!
- Community Impacts are as follows:
 - Impact the AAC service area through direct and meaningful programming with specific calls to action
 - Advocate and participate in REDistricting activities
 - Increase voter participation in African American communities for the purpose of electing and advocating for appropriate representation on legislative matters.
- VDR (Volunteer Deputy Registrar) training
 - Travis County twice per day on Tuesdays through the end of September
- reDStricting virtual seminar with Toni Rose on Sep 23, 2021
- National Voter Registration Day, Sep 28, 2021 is postponed due to pandemic.
- Implementation of Community Captains Community
- “I Live Here, I Give Here” partnered solely on the Austin Involved Board Internship Program from 9/28/2021-10/26/2021.

Standing Committees

Arts & Letters – Soror Johnna LaGrone-Haynes and Soror Stacey Cleveland

- RECOMMENDATION #1 - Add Local Authors Virtual event to the calendar to occur in the spring either on Mar 19 as part of Sisterhood Month or Apr 16 the approved book club date. The motion was properly made by the committee, voted upon, and passed with a vote of 97-1.
- RECOMMENDATION #2 - Add the Sep 18 regular book club meeting date to the program calendar. The motion was properly made by the committee, voted upon, and passed with a vote of 96-2.

Emergency Response Team – Soror Suzanne Piper

- COVID-19 Plan for in-person meetings
 - Draft plan completed
 - Pending review and approval of RD and Regional ERT Coordinator
 - Includes site-specific guidelines
- Highlights of plan
 - Barrier approach-personal hygiene, masking, social distancing modified rituals
 - ERT responsibilities-provide communication, training, sanitizer supplies, active monitoring
 - Member responsibilities-do not attend if you are experiencing any COVID-19 symptoms
 - Everyone must play their part



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Internal Audit (Q4-2020-2021) – Soror Kimily Johnson for Soror Julie Dixon-Cartwright

- The Internal Audit Committee completed a review on the financial records for the Q4 period of Apr 1, 2021 to Jun 30 2021.
- Results: It does appear that the AAC has satisfactory financial controls and the review supports the existence and utilization of these controls.

Nominating Committee – Soror Tamela Saldana

- The committee withdrew its recommendation to hold a virtual Candidates Forum that was approved at the Executive Board meeting on Aug 17, 2021.
- Instead, members interested in a Candidates forum are encouraged to participate in the forum presented by National headquarters in Sep.
- Information will be updated for chapter reference

Social Action Moment

- The committee provided additional details regarding the Community Captains Initiative
 - The purpose is to engage on a local level within the Austin Alumnae service area for sorors to:
 - Attend local city council meetings
 - Ensure we follow community priorities
 - Increase social action community mobilization
- The chapter roster has been used to identify sorors and the breakdown of the cities they live and council areas along with meeting times.
- Based on the roster, three clusters were identified:
 - Austin, South Region, and North Region
- Texas VDR (Volunteer Deputy Registrar)
 - Travis-weekly on Tuesday
 - Williamson-Tue, Sep 7 at 2 p.m. & 6 p.m.
 - Hays-come to office to take the test

Special Committees

Information & Communications – Soror Tiffany Holmes White

- Social media
- Frequency of emails
- Prayer requests
- Birthday notices
- Robocalls



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New Business

- Executive Board **RECOMMENDATION** to increase the Regional/National conference ad line item by \$150 to support to support the purchase of a full-page ad for the 55th National Convention Commemorative Journal. The motion was properly made, voted upon, and passed 88-2.
- For information, the budget line item, prior to the recommended increase is \$600.
- A sample picture that included the AAC EBoard members was presented. A general request was made to possibly include a picture that represented either the city of Austin or the AAC body as a whole.

Adjournment

A motion was made for the meeting to adjourn at 11:57 AM. The motion was properly seconded. The motion was approved with no opposition.

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Summary of Actions

Committee	Recommendation	Moved	Seconded	Count	Results
AAC Body	Approve agenda for the Sep 11, 2021 chapter meeting.	Soror Kacey Hanson	Soror Tamela Saldana	96-0	Passed
Arts & Letter	Add Local Authors Virtual event to the calendar to occur in the spring either on Mar 19 as part of Sisterhood Month or Apr 16 the approved book club date.	Soror Johnna LaGrone Haynes on behalf of Arts & Letters	N/A	97-1	Passed
Arts & Letter	Add the Sep 18 regular book club meeting date to the program calendar.	Soror Johnna LaGrone Haynes on behalf of Arts & Letters	N/A	96-2	Passed
Executive Board	Increase the Regional/National conference ad line item by \$150 to support to support the purchase of a full-page ad for the 55 th National Convention Commemorative Journal.	Soror Robin Blackmon on behalf of Executive Board	N/A	88-2	Passed

Soror Janet Scroggins Marshall, Recording Secretary

Soror Robin T. Blackmon, President



AUSTIN ALUMNAE CHAPTER
DELTA SIGMA THETA SORORITY, INC.

**Austin Alumnae Virtual Chapter Meeting
September 11, 2021**

Ritualistic Opening
Call to Order
Adoption of the Agenda
Introduction and Welcome of Visiting Sorors

Order of Business

Minutes of May Meeting
Communications
Emergency Response Safety Briefing

Soror Janet Marshall
Soror Tiffany Holmes White
Soror Suzanne Piper

Chapter Reports

Officers

President
Financial Secretary
Treasurer/Budget and Finance

Soror Robin Blackmon
Soror Anita Daniels
Soror Demitra Alexander

**3 Minute Limit
Protocol Moment**

Five-Point Thrust Committees

Education Development
Social Action

Soror Tiffany Lewis
Soror Veronica Johnson

Standing Committees

Arts and Letters
Emergency Response Team
Internal Audit (Q4-2020-21)
Nominating Committee

Soror Jonna LaGrone-Haynes
Soror Suzanne Piper
Soror Julie Dixon-Cartwright
Soror Tamela Saldana

Social Action Moment

Special Committees

Information and Communications

Soror Tiffany Holmes White

New Business

National Convention Ad

Soror Robin Blackmon

Motion for Adjournment

Ritualistic Closing



AUSTIN ALUMNAE CHAPTER DELTA SIGMA THETA SORORITY, INC.

UPCOMING MEETINGS

Executive Board Meeting	September 21, 2021, 6:00 pm	Zoom - Virtual
Chapter Meeting	October 2, 2021, 10:00 am	Zoom - Virtual
Budget and Finance Meeting	September 16, 2021, 6:00 pm	Zoom - Virtual

RECOMMENDATIONS

Arts and Letters Committee Recommends to:

- Add the Local Authors Virtual Event to the calendar to occur in the spring either on March 19 as part of Sisterhood Month or April 16 the approved book club date; and
- Add the September 18 regular book club meeting date to the calendar.

Nominating Committee Recommends to:

- Conduct a virtual National Candidates Forum.

Executive Committee Recommends to:

- Increase the Regional/National Conference Ad line item by \$150 to support the purchase of a full-page ad for the 55th National Convention Commemorative Journal.

ANNOUNCEMENTS

Charitable Partners St. Jude Run/Walk (Virtual) - DST Austin Alumnae: Crushing Childhood Diseases September 18, 2021. See details and the link to join the team in the Odyssey.

October Odyssey Due Date Submissions - Thursday, September 23, 2021.

Austin Delta Foundation - Board of Directors biennial nominations open September 15 and close on October 21, 2021. Nominations will be accepted for both Directors and Members:

- **Directors** have the full responsibility of managing and voting on all ADF affairs.
- **Members** provide regular support of ADF programs and fundraisers with partial voting opportunities.

To learn more about ADF history, accomplishments, and goals, please send an email to adfnominating2021@gmail.com to receive the link join us for a Q&A session on **Tuesday, September 14, 6:00pm via Zoom.**

If you are unable to attend the Q&A, but are interested in being considered for nomination, please send an email to receive additional information.



AUSTIN ALUMNAE CHAPTER
DELTA SIGMA THETA SORORITY, INC.

President's Report
Robin Blackmon

Austin Alumnae (Local)

- Planning throughout the summer and had a great Executive Board retreat and the Team is Ready to Go. We are moving forward this year as one.
- Committee Appointments: Ways and Means Chair and Records and Retention Chair
- Vacant Position Appointment: Soror Autumn Caviness has been appointed to serve as the Chapter Journalist.
- Ad Hoc/Special Committees:
 - Information and Communication, led by Soror Tiffany White, Corresponding Secretary, and Soror Autumn Caviness, Journalist. This committee aligns with the National Committee structure. The committee is tasked with developing a communications plan.
 - Heritage and Archives Committee, led by Soror Nancy Thompson, Historian. This committee aligns with the National Committee structure. The committee is tasked with preserving the chapter's records and history.
 - Site Location Committee, led by Soror Kecia Rowan, is tasked with working to find meeting location where the chapter and safely meeting in accordance with COVID-19 safety protocols.
 - Health and Safety Committee, led by Soror Suzanne Piper, Co-Chair of Emergency Response Team (ERT). Tasked with developed the required in-person meeting protocols to ensure safety of members.
- In-Person Meetings - all in-person meetings require approval from the Regional Director/State Coordinator. These meetings must incorporate COVID-19 Safety Guidelines.
- Chapter Calendar - Committee chairs have been tasked with reviewing and updating the calendar. On a call with the National President, she stated (paraphrased), Sorors we do not have to do all of Delta's initiatives, focus on Quality and not Quantity.
- Thanks for participating in the survey. The data and information is being reviewed and analyzed and will be use to guide leadership on how to meet the member's needs, serve the community, and effectively use the resources.

Regional Director's Meeting July 27, 2021 at 8:00 pm

National Finance Committee - Soror Shondra Fields SWR Finance Member

- Late Fees for 2021-2022 Sorority Year a waived.
- Finance teams should communicate to the chapter how they are conducting business outside of the sorority year. The mailbox must be monitored and checks should be processed. An official meeting can be called by the finance team, this is not limited to chapter meeting and executive board. Communicate to your chapter how you are doing business during the summer months.
- AFR should be entered by the Treasurer and should be prepared by the outgoing Treasurer. Don't have to wait until the Internal Audit is completed.
- AFR webinar coming up Friday, Sunday August 8th at 3:00 pm in the afternoon.
- It is not okay not to check the mailbox in order to not process dues. You should be checking the mailbox in the summer. (Regional Director)

Coordinators Reports

Grow with Google is a new National Initiative that chapters are being requested to implement. Austin Alumnae has members apart of the Grow with Google campaign. Sorors Melinda Murphy, Lisa Newman, Ayisha Toy, and Sekoya Waddy.

ERT

- Winter Storm Uri grants are available
- SWR COVID Safety Guideline (DST has not mandated vaccination) We cannot ask sorors if they have been vaccinated to enter meetings. Follow local and state laws. CCAC sharing their COVID Safety Plan of Action, what's expected of what is need. Should include virtual safety measures.
- Check Emergency compliance packet. (Mandatory) ERT chair, a plan, ERT training efforts (eboard and chapter meetings), the chapter safety checklist. The list is used to make sure that whatever event is safe at that time. Take all measures in the area in to consideration.
- Communication information updates - include the email for reference for check.
- Sample COVID safety plan, checklist, QR scan code prompts come up to ask you questions, to screen individuals. Assess for covid symptoms, and recording data if there is an outbreak you have that information.
- American Red Cross not MOU with them. We are to avoid the ARC right now because we should not be sharing any of their information. Use CDC for other resources.
- Wash hands when handling mask.
- Wear filters with cute face mask. Mask and gloves do not give you super powers.
- Train the chapter on your ER Plan and the COVID Safety Plan of Action...this should cover all areas. And you can ALWAYS just throw in a hand out during meetings.

Protocol and Traditions

- The new Protocols and Traditions manual is available in the Sisters Only portal for purchase.
- (Did we receive the new P&T manual in the mail?)

Program Planning and Development

- IAI newsletter submission for September 17, 2021.
- Save the Date president - PPD, MS, Tuesday, September 21 for President, MS, SA, and PPD chairs.

Social Action

- Thanks to Sorors for showing up for voter suppression.
- Planning for Redistricting.
- Resolutions 58 submitted.
- Social Action event form needs to be submitted at least 10 business days in advance

Risk Management Certification Training

- The National Risk Management Subcommittee will be conducting Certification Training for Risk Management Coordinators.
- The dates are August 12th, 13th, and 21st. An Informz message will be sent.
- Current Risk Management Coordinators that do not have a current certification should attend.
- Chapter Presidents that have not been certified should attend.

SWR Risk Management Team

- SWR Risk Management Team will present a "How To" Risk Management training.
 - How to make Risk Management Work for your Chapter
 - Off-site forms
 - Question and Answer
- This will be a 1-hour session - Date and Time TBD

Online Youth Application

- 2020-2021 Piloted online youth application
- 2021-2022 Make it available to all chapters (not required)
- Must have JotForm account to use
- Detail communication will be provided to chapters in by August 15.

Music Licensing Guidelines

There are new Chapter Music Licensing Guidelines that we must comply with. Depending on the chapter's use of online music consideration may need to be given to purchasing a license.

Drug and Alcohol Policy

- It was approved by the board, it is a lot clearer, removed unnecessary verbiage
- Any event with alcohol has to be submitted to the Regional Director 60 days in advance, not for approval but for notification, on the website shortly.

Chartering chapters

- Collegiate and Alumnae charting process has been updated.

Vaccination

- Chapters can require sorors to be vaccinated to attend meetings and activities.

National

- On August 17, 2021 the National President issued an update to the Sorority's COVID-19 policies. All chapters are required to continue conducting **virtual only** youth programming until further notice.

Submitted By:

Robin Blackman

President

Date:

September 11, 2021

Grand Total= \$4629.51 for the months of July- September

340 Members on the roster for FY 21/22

2021/22 DUES AMOUNT:

Golden/Diamond Life	\$195.00
Regular Member (financial 19/20)	\$385.00

Submitted by,

Anita Daniels

Anita Daniels
Financial Secretary